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NOTICE OF SPECIAL MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DATE: January 3, 2008
TIME: 4:30 p.m.
PLACE: Koret Auditorium, Main Library, 100 Larkin Street

Agenda for this meeting will be available 72 hours before scheduled meeting time.

Posted: 12/13/07
Sue Blackman, Commission Secretary: 415.557.4233

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NOTICE OF SPECIAL MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, January 3, 2008**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
(Presentation, discussion and possible action to approve the minutes of the regular meeting of December 6, 2007.)
Explanatory document: minutes.

3. PEER REVIEW OF PROPOSED DESIGN FOR VISITACION VALLEY BRANCH LIBRARY **DISCUSSION**
(Presentation of and discussion of a peer review of proposed designs for the new Visitacion Valley Branch Library).

4. PEER REVIEW OF PROPOSED DESIGN FOR PARKSIDE BRANCH LIBRARY **DISCUSSION**
(Presentation of and discussion of a peer review of proposed designs for the new Parkside Branch Library).

5. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 12/26/2007

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2008agendas.htm.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection

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Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Special Meeting of January 3, 2008

The San Francisco Public Library Commission held a special meeting on Thursday, January 3, 2008, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:31 pm.

Commissioners present: Bautista, Chin, Coulter, Higueras, and Munson.

Commissioner Gomez entered the meeting at 4:37 pm.

Commissioner Kane entered the meeting at 4:41 pm.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said that at the last meeting he had said that one of the most important things for the library is its institutional memory. He said he has been giving some serious thought to what he meant by that. He said first of all the library by its very nature is the institutional memory of the human mind. He said that is what the public thinks and that is why the public places such great value on this institution. He said the people are not looking for a new vision based on business services and philanthropy. He said institutional memory is the crux of democracy and that democracy depends on memory so that people that serve the public can be held accountable.

Peter Warfield said he was disappointed that the notice for the special meeting went out without the topics to be discussed. He said normally a notice for special meeting would include the reason for the meeting and who called it. He said he was disappointed that there is two Peer Reviews to be heard at a special meeting.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF DECEMBER 6, 2007

Commissioner Gomez entered the meeting.

Public Comment

An anonymous citizen said the point he was trying to make on page 1 was that we are not in control of what people think. He said he also drew a comparison between what you would like people to believe which was that the Main Library was on schedule, on budget and on program and what people actually do remember. The point is a victory on Prop D won't be seen as a victory unless you fulfill the promises you make. He said the Public Comment on the middle of page 4 referred to the PowerPoint presentation and he had said that it was not available to the public.

Commissioner Kane entered the meeting.

Peter Warfield said Happy New Year to the Commission. He said the minutes have some good and some bad. He said in his comments on page 1 he is summarized as saying he spoke to one of the members of the Citizens General Obligation Bond Oversight Committee and "was told that the Committee had some very serious concerns about the Library's Bond program and had not praised the library as had been represented." He said it is very important to add "as had been represented **by the library."** He said his remarks on page 2 referred to the remarks by the teenagers and should have included that they were asking for more funding for books. He also said when he was speaking about Link+ fees on page 7, the key was not to set up barriers to poor people for free and equal access.

Motion: By Commissioner Chin, seconded by Commissioner Bautista to approve the minutes of the regular meeting of December 6, 2007 to modify the minutes as recommended by Mr. Warfield on the bottom of page 1 to add the words "as had been represented **by the library**." And to include the modifications to the Minutes as reflected in the memo from Commissioner Higueras dated December 28, 2007

Action: AYES 7-0: (Bautista, Chin, Coulter, Gomez, Kane, Higueras, and Munson)

AGENDA ITEM NO. 3 PEER REVIEW OF PROPOSED DESIGN FOR VISITACION VALLEY BRANCH LIBRARY

President Higueras invited the two Peer Reviewers to come to the stage and asked the City Librarian and Deputy City Librarian to move to the audience.

City Librarian Luis Herrera said in the past we have had three architects reviewing the design process. He said this is being changed to allow the architectural review, but to also include the library perspective.

Marilyn Thompson, Bond Program Manager, said the Visitacion Valley Branch Library has had nine community and Commission meetings related to the property acquisition and deign of the new branch. She said in 2003 the Library purchased the property at the corner of Leland and Rutland and since the site was significantly larger than the library had originally planned for, the budget was increased at that time by $716,000.

She said this was considered a good candidate for a Prop 14 grant and the design began in hopes that the State would fund 65% of the cost. Unfortunately, Visitacion Valley did receive the Prop 14 money. In March 2007, the Commission approved transferring 5 project budgets to other projects including Visitacion Valley. Andy Maloney, Bureau of Architecture (BoA) began work on the redesign last fall. This new design was presented to the community and Supervisor Maxwell on October 25, 2007 and was well received. She said the total project budget is $11.4 million, which includes site acquisition, site work, construction, architects, engineers all of the specialized consultants, testing, surveys, reports, moving costs, permit fees as well as contingencies, basically everything except furniture and computer equipment. The project is scheduled to go to bid this fall and start construction early next year.

Andrew (Andy) Maloney, Project Architect from the Bureau of Architecture's Library Design Studio, gave a brief overview of the Visitacion Valley area. He showed slides of some of the buildings in the area and he explained the process of developing the proposed design for the building and showed some of the early hand drawn studies. He said the lower case "t" shape seemed to work best. He explained how the process proceeded with a flow without cramped space. He showed the floor plan with the corner entrance. He showed slides showing the precedence of the classical and historic elements to the design. He said this building solves the needs of the community. He said the building is approximately 8600 sq. ft. with 3400 linear ft. of bookshelves. He explained the building security, other service areas in the library, technology, infrastructure, the courtyards and the landscaping. He said he thinks this solution is a good one for this community.

Brian Bannon, Chief of Branches, gave the staff's comments to the design. He explained the staff process in looking at the design of the building especially looking at our future vision for the library. He said this included teen spaces, defined children's areas, and programming space. He said this building allows us to meet all of these needs very well. He said a variety of staff have given feedback on the plans and they believe this design will meet programmable and functional needs. He also said the community feedback as been positive.

Marilyn Thompson, Bond Program Manager, introduced the Peer Panel members. She said Sarah Willmer has practiced architecture for nearly 22 years, designing everything from corporate campuses and university buildings to residential dwellings and renovations. She said she has served with several prominent firms and founded the Studio Sarah Willmer Architecture. She lives with her family in Noe Valley. She said Monique Le Conge has been Director at the Richmond Public Library since October 2004; formerly she was Director of the Benicia Public Library. She said she is the 2008 President of the California Library Association.

Sarah Willmer said she had some very positive comments and some questions. She said the central space is a wonderful space, the other

areas are clearly marked out and she said the scale is appropriate. She asked about the symmetry of the building and said she found the form sort of antithetical to the site. She said the staff area has a courtyard on the south in the light and the community room and the children's section are on the north side of the building. One advantage is that you have four equal plazas in footprint, but that they are not equal in quality of space. She said a library needs to be forward thinking and she thinks this building is accomplishing that.

Monique Le Conge said as a librarian her focus is more on the function of the building rather than the way that it looks. She said it is a building that lends itself to flexibility. She said walking into that large open space can feel welcoming. She is concerned about the height of the stacks impeding the site lines from the reference desk or from the entryway. She asked about the computers in the teen section and wondered how many there were, where they are situated and whether they will accommodate more than one teen at a computer station. She wondered how the acoustics would work with the rotunda. She said she had concerns about the delivery area, the location of the trash and the stair access to the basement. She said she liked the use of natural light in the building.

Marilyn Thompson thanked the peer review members for their comments.

Public Comment

An anonymous citizen said he was concerned that there were not any explanatory documents and none of the documents referenced in the discussion were available to the audience. He said we don't know the background of the panelists. He said in the past there have been three architects and we are down to one. He said the primary issue is the esthetic with Leland Avenue. He said in his opinion this evokes a 19th century Spanish Mission. He asked how that works with Leland Avenue. He said he was concerned about the flexibility of the spaces.

Peter Warfield said it is very hampering to the public to not have the documents in advance and particularly all the documents that were referenced. He said there were no documents on instructions to the architect on what he was expected to do. He wondered how you can review something when you don't know what the plan or program was. He said he was disappointed that the word "books" was only used twice. He said there was nothing mentioned about the number of books. He said he was startled to hear references to classical this and classical that. He said this reminds him of the design of a classical church.

Sue Cauthen, Library Citizens Advisory Committee (LCAC) speaking for herself said she knows why Andy Maloney is a star in the Bureau of Architecture. She said this is a great design.

Edie Epps, a resident of Visitacion Valley, said she was at the community meeting on October 25 and she said the community was pretty much all

on the same page in liking the design and liking the presentation. She said there is a little concern about the plazas and how they are gated and maintenance is done. She said the wind is very strong in the afternoon, which may kick up a lot of debris. She said the community would like to see this building as green as possible. She said she is also representing the Visitacion Valley Business Opportunities and Outreach to Merchants and passed out a letter sharing the merchants' concerns about parking.

Fran Martin, Visitacion Valley Planning Alliance and other committees, said the community really likes the design. She said this type of architecture appeals to people. She said this will be the civic center for the area and this is something the people can have pride in and pride in themselves. She said the Greenway Project and Andy Maloney received an award on the clubhouse in the area and the children are so excited about architecture and how the clubhouse was built for them. She said she hopes no decisions are made at this meeting because the community hopes the final decisions are made by them.

Russel Morine, resident of Visitacion Valley and a merchant on Leland Avenue, said the design is a vast improvement over what was designed before. He said he has concern and has heard other express the opinion that the plazas and the open space might be wasted space. He would like more information on that issue. He said his biggest concern was the budget and whether we will have the money to build this building. He asked what the bid alternatives might be for the project. He said he hopes that this can be a silver or platinum green building.

Betty Parshall, Visitacion Valley, said after the decision was made not to reuse the supermarket building she advocated using the full site. She is glad the entire site is being used but what she had in mind was that it would be used for library function not for outside plaza areas. She said she was hoping that idea could be revisited and some of that plaza space could be used for indoor library space. She said she was also concerned about the budget and having enough money to build this building. She said she is interested in function over form. She said the building is very attractive from the street. She said she had a concern over circulation staff space. She would also like to know the number of books that are planned for the branch.

Commission Discussion

Commissioner Munson asked what sort of flexibility is available and would it be possible to increase capacity. He said it is a handsome building, but he said he assumes the Commission's role is to look at budget questions, is the community happy with the design and function of the building.

Commissioner Kane said there were very good comments from the community. He asked about the need for the plazas and within the budget would it be possible to increase the size of the building.

Commissioner Gomez said she loves the design. She found it lovely and thought it fit into the surroundings. She wondered about the trash area near the children's space. She wondered about the security and fencing about the plazas. She also mentioned concern about the site lines. She asked how the linear space of shelving compared to the existing space.

Commissioner Coulter said he enjoyed the presentation and appreciated that the community likes this design. He said he would like to hear more about this being a rectangular building. He wondered about the plazas and how they would be used and their security. He said he would like to hear more about the number of books for the branch and the expansion capabilities.

Commissioner Chin said she appreciated the presentation by the architect who shared his thought process on this building. She said she did wonder about filling in some of the open spaces and the possibility of turning it into an octagon. She said if you expand later it will be more time and money. She said the community room is 19' x 38' and that is not very big. She said she would like to see the teen area and the children's area expanded outward a little bit. She said it will be an important institution and it should stand out. She also asked what type of materials will be used.

Commissioner Bautista said she thought we did not do solar panels because there was a deal with PG&E. She said she would like this building to be as green as possible and would like to revisit the possibility of solar panels for the building. She said this is Visitacion Valley's civic center. She said the community room needs to be larger and possibly gardens in the plazas. She said she was concerned that there will only be 12 computers. She said she is concerned with the security of the building especially the fencing, lighting and graffiti proof materials. She also was concerned with the number of rest rooms.

President Higueras thanked the architect and said how important it was that this will be a civic space and how important it will be for this building to reflect the culture, the history and the ambitions of this neighborhood. He said regarding the issue of classicism v. modernist the trends seem to be going more toward the modernist. He said being true to classical design requires some budget. He said he does understand that as the building is currently designed it does meet the budget. He said he has a concern about the circulation within the building. He said he hopes that the stacks will be half height stacks. He said the plazas offer the opportunity for light and air. He said there may be some code implications for exiting the building. He said the issue of the location of the trash enclosures needs to be studied. He said the more geometry you have the less flexibility you have so he would like library staff to be very comfortable with the very geometric space. He said he does not see this easily lending itself to expansion, but it does provide a strong identity for the community.

Andy Maloney, Project Architect, said the main point of criticism seemed to be the form and that it was rigid. He said the simplest solution would be a box, which would provide more flexibility. He said the building is more than just the function; it has to make a statement of a civic building. It would not be easy to expand. He said he took a risk that this building would reach higher.

President Higueras said some of the comments made will lend themselves to reconciliation within the design and he hopes those things will be looked at.

Andy Maloney said they would like to look at solar panels, but it is a budget issue. He said the exterior of the building is stucco with asphalt roofing.

President Higueras asked about benchmarking regarding library materials.

Luis Herrera, City Librarian, thanked the panelists for their great input. He said all of these items have been discussed and will continue to be looked at. He said regarding the collection it will be increased by approximately 60%. He said there will be between 35,000 and 55,000 items in the collection. He said it will be one of the larger collections of any of the branch libraries. He said the meeting room will be one of the larger meeting room spaces. He said he appreciates the comments from the public.

President Higueras thanked the architect for the presentation on the design.

The Commission recessed at 6:29 pm. and reconvened at 6:46 pm.

Commissioner Kane left the meeting.

AGENDA ITEM NO. 4 PEER REVIEW OF PROPOSED DESIGN FOR PARKSIDE BRANCH LIBRARY

Marilyn Thompson, Bond Program Manager said the process for the Parkside Branch Library began in late 2002 as a simple renovation with no additional space. She said the service needs for the neighborhood did indicate that more space would be needed than was budgeted for. By January, 2004, an additional 1,000 sq. ft. was added and an additional $500,000 was added to the budget. The project was put on hold to not conflict with the nearby West Portal branch closure. Three community and Commission meetings were held between late 2002 and 2004 and due to the escalation in construction costs in the next three years, the new cost estimate showed an increase of almost $1.7 million. She said in March 2007, the Commission approved funds moved into this project, which enabled it to move forward. The budget was increased to $4.9 million, enough to build the larger library that was envisioned. Design was restarted last fall and a community meeting was held on December

15, 2007. The project budget includes site acquisition, site work, construction, architects, engineers all of the specialized consultants, testing, surveys, reports, moving costs, permit fees as well as contingencies, basically everything except furniture and computer equipment. The project is scheduled to go to bid this fall and start construction early next year. She introduced Kacey Jurgens, Principal Architect, Thomas Hacker Architects out of Portland and said that in the audience is Karin Payson from the local associated firm. She said Karin Payson Architecture + Design are responsible for the interior architecture and the construction administration. She said this is the same design team that completed the successful renovation of the West Portal branch library.

Kacey Jurgens, architect, said the Parkside Branch Library was built in 1951. She said it is adjacent to a large public park and near Lincoln High School, so the building is well used by high school students after school. She said the library has been well kept up. She showed photographs of the interior and exterior of the library and explained the design features. She said there is an ADA issue getting into the building. She said they looked at a variety of ways to increase the size of the building as well as bringing the building up to code. She said they tried to maintain a lot of interior structural walls. She explained the proposed floor plan including site lines and views. She said the collection size will be approximately the same as exists now with approximately 50,000 items. She said they are adding to the media section and slightly reducing the book collection. She said seating will be increased and they will be adding 7 new computers. She explained the proposed ADA access into the building. She said they were not able to add a program room because of the size of the addition. She said there has been a discussion about keeping the fireplace. She said the addition needs to fit gracefully with the existing building without mimicking it.

Brian Bannon, Chief of Branches, gave the library's response and thanked the architect as well as staff for their work on this. He said there are issues that need to be addressed, such as storage of furniture since there is no program room. He said this branch has between 100 and 200 children for story times and there is a lot of teen usage after school. He said it is a very busy branch. He said the library is excited to see the expansion of the teen area. He said there is a community meeting room across the street in the Police Department, but they are continuing planning a flexible meeting space within the library. He said the function is working well with the design and the library is pleased with the aesthetics of the building

Sarah Willmer, Studio Sarah Willmer Architecture, said the design is very elegant and respectful of the existing building. She said moving the teen section near the courtyard gives them a real sense of space in the building. She said the children's area is very special and she supports keeping the fireplace. She said she agrees with keeping the book stacks low to maintain site lines. She said the meeting of the new and the old

façade is well done. She also said she would try to scale down the ramp into the building if possible.

Monique Le Conge, Director at the Richmond Public Library, said this is a well thought out renovation. She said the circulation desk is a rather large space and she said that much space might be better used for something else. She said she loves the teen space but questions the number of computers in the area. She said all of the computers in the library will probably be used by teens after school. She said the flexibility of being able to move the furniture for programming works well. She said she supports keeping the fireplace, because it makes the space distinctive. She said from a functional stand point it is a good solution.

Marilyn Thompson, Bond Program Manager, thanked the Peer Panelists Sarah Willmer and Monique Le Conge for helping to ensure that design excellence will be an integral part of the Library's design program.

Public Comment

An anonymous citizen said there were no explanatory documents on the agenda and he said that this is a legal requirement and they should be available to the public. He said the additional $500,000 was added for this library in 2002 by Supervisor Ma. He said it looks like that addition is being given over to back office functions and he doesn't think that is what Supervisor Ma expected for that $500,000. He said he has not had a chance to review Options A and B, the slide went by too fast and there are no copies for the public. He said the crucial aspect is the use of the patio space. He said it is very ill used and he asked if that is the best use for that space.

Peter Warfield said the public had not been provided with documents prior to the meeting and have not been provided with documents relating to what the architect was asked to do. He said Supervisor Ma was concerned with expansion and he said he is disappointed that this design has about the same number or a little less in books. He said we are spending millions of dollars and have 1,000 sq. ft. of expansion but are not getting any more for the collection of the books. He said he would like to see the originals of the documents presented as well as copies and that he thinks the Commission should make those types of items routinely available to the public. He said one of his concerns is comparing the number of reference desks from the existing libraries to the renovated or new branches.

Commission Discussion

Commissioner Munson said it seems like the building could be slightly larger. He said he is concerned that the number of books is not going to increase. He said it seems we are short on computers. He said maybe we are squeezing too much on the dollars for this branch. He also said there may not be enough restrooms.

Commissioner Gomez said she had concern over the use of the courtyard and whether that could be used as part of the teen section. She said it does look like we are adding computers, but she did wonder how the windows would affect the screens on the computers. She said she would really like to see the fireplace retained. She said she also has a concern over the restrooms. She said she does like the solution for the movable furniture so that programming can take place.

Commissioner Coulter said he agrees with most of the comments and said he is sad that there is not more space in the building. He said the building works well on the outside and other than the space issue the building looks fine.

Commissioner Chin said that the building is quite light and she said it is a well used library and that it might be best to use the space outside in the courtyard for the inside of the building.

Luis Herrera, City Librarian, said there is an expansion to the facility of 1,000 sq. ft. but there are trade offs. He said the original $500,000 was to expand the facility. So he said we are gaining the teen space.

Brian Bannon, Chief of Branches, said that if we had used the original footprint of the building and tried to meet just the ADA requirements, we would have lost a considerable amount of space.

Luis Herrera, City Librarian, said that the collection is increasing by about 200 items. He said it will be slightly smaller in the children's and adult sections but will be gained in the teen section.

Commissioner Bautista said she is happy that this building is expanding and having a teen section. She said the courtyard is heavily used.

Brian Bannon, Chief of Branches, clarified the use of the courtyard. He said a portion of it is owned by Park and Rec. He said there was a lot of discussion about the use of this area.

Commissioner Bautista said the terrain of the courtyard is not level. She said she is concerned about the ADA ramp. She asked if there could be a sitting area.

President Higueras said he thinks this is a very nice job for an expansion of an existing building. He said his understanding is that the courtyard is a well-used space. He said where the expansion occurs is a very nice resolution of how to build out an existing building. He said the ramp switchbacks will have handrails and he would like to see if there is any other way to handle the ADA issues.

Marilyn Thompson, Bond Program Manager, again thanked the peer reviewers for giving us their thoughts and the time spent on this. She said there will be a response made to these comments at an upcoming Commission meeting.

AGENDA ITEM NO. 5. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Munson, to adjourn the special meeting of Thursday, January 3, 2008

ACTION: AYES: 6-0 (Bautista, Chin, Coulter, Higueras, Gomez and Munson).

The special meeting of January 3, 2008, of the San Francisco Public Library Commission adjourned at 7:42 p.m.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Special Meeting of January 3, 2008

(As approved at the regular meeting of February 7, 2008)

The San Francisco Public Library Commission held a special meeting on Thursday, January 3, 2008, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:31 pm.

Commissioners present: Bautista, Chin, Coulter, Higueras, and Munson.

Commissioner Gomez entered the meeting at 4:37 pm.

Commissioner Kane entered the meeting at 4:41 pm.

AGENDA ITEM NO. 1 PUBLIC COMMENT

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An anonymous citizen said that at the last meeting he had said that one of the most important things for the library is its institutional memory. He said he has been giving some serious thought to what he meant by that. He said first of all the library by its very nature is the institutional memory of the human mind. He said that is what the public thinks and that is why the public places such great value on this institution. He said the people are not looking for a new vision based on business services and philanthropy. He said institutional memory is the crux of democracy and that democracy depends on memory so that people that serve the public can be held accountable.

Peter Warfield said he was disappointed that the notice for the special meeting went out without the topics to be discussed. He said normally a notice for special meeting would include the reason for the meeting and who called it. He said he was disappointed that there is two Peer Reviews to be heard at a special meeting.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF DECEMBER 6, 2007

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Commissioner Gomez entered the meeting.

Public Comment

An anonymous citizen said the point he was trying to make on page 1 was that we are not in control of what people think. He said he also drew a comparison between what you would like people to believe which was that the Main Library was on schedule, on budget and on program and what people actually do remember. The point is a victory on Prop D won't be seen as a victory unless you fulfill the promises you make. He said the Public Comment on the middle of page 4 referred to the PowerPoint presentation and he had said that it was not available to the public.

Commissioner Kane entered the meeting.

Peter Warfield said Happy New Year to the Commission. He said the minutes have some good and some bad. He said in his comments on page 1 he is summarized as saying he spoke to one of the members of the Citizens General Obligation Bond Oversight Committee and "was told that the Committee had some very serious concerns about the Library's Bond program and had not praised the library as had been represented." He said it is very important to add "as had been represented **by the library."** He said his remarks on page 2 referred to the remarks by the teenagers and should have included that they were asking for more funding for books. He also said when he was speaking about Link+ fees on page 7, the key was not to set up barriers to poor people for free and equal access.

Motion: By Commissioner Chin, seconded by Commissioner Bautista to approve the minutes of the regular meeting of December 6, 2007 to modify the minutes as recommended by Mr. Warfield on the bottom of page 1 to add the words "as had been represented **by the library**." And to include the modifications to the Minutes as reflected in the memo from Commissioner Higueras dated December 28, 2007

Action: AYES 7-0: (Bautista, Chin, Coulter, Gomez, Kane, Higueras, and Munson)

AGENDA ITEM NO. 3 PEER REVIEW OF PROPOSED DESIGN FOR VISITACION VALLEY BRANCH LIBRARY

President Higueras invited the two Peer Reviewers to come to the stage and asked the City Librarian and Deputy City Librarian to move to the audience.

City Librarian Luis Herrera said in the past we have had three architects reviewing the design process. He said this is being changed to allow the architectural review, but to also include the library perspective.

Marilyn Thompson, Bond Program Manager, said the Visitacion Valley Branch Library has had nine community and Commission meetings related to the property acquisition and deign of the new branch. She said in 2003 the Library purchased the property at the corner of Leland and Rutland and since the site was significantly larger than the library had originally planned for, the budget was increased at that time by $716,000. She said this was considered a good candidate for a Prop 14 grant and the design began in hopes that the State would fund 65% of the cost. Unfortunately, Visitacion Valley did receive the Prop 14 money. In March 2007, the Commission approved transferring 5 project budgets to other projects including Visitacion Valley. Andy Maloney, Bureau of Architecture (BoA) began work on the redesign last fall. This new design was presented to the community and Supervisor Maxwell on October 25, 2007 and was well received. She said the total project budget is $11.4 million, which includes site acquisition, site work, construction, architects, engineers all of the specialized consultants, testing, surveys, reports, moving costs, permit fees as well as contingencies, basically everything except furniture and computer equipment. The project is scheduled to go to bid this fall and start construction early next year.

Andrew (Andy) Maloney, Project Architect from the Bureau of Architecture's Library Design Studio, gave a brief overview of the Visitacion Valley area. He showed slides of some of the buildings in the area and he explained the process of developing the proposed design for the building and showed some of the early hand drawn studies. He said the lower case "t" shape seemed to work best. He explained how the process proceeded with a flow without cramped space. He showed the floor plan with the corner entrance. He showed slides showing the precedence of the classical and historic elements to the design. He said this building solves the needs of the community. He said the building is approximately 8600 sq. ft. with 3400 linear ft. of bookshelves. He explained the building security, other service areas in the library, technology, infrastructure, the courtyards and the landscaping. He said he thinks this solution is a good one for this community.

Brian Bannon, Chief of Branches, gave the staff's comments to the design. He explained the staff process in looking at the design of the building especially looking at our future vision for the library. He said this included teen spaces, defined children's areas, and programming space. He said this building allows us to meet all of these needs very well. He said a variety of staff have given feedback on the plans and they believe this design will meet programmable and functional needs. He also said the community feedback as been positive.

Marilyn Thompson, Bond Program Manager, introduced the Peer Panel members. She said Sarah Willmer has practiced architecture for nearly 22

years, designing everything from corporate campuses and university buildings to residential dwellings and renovations. She said she has served with several prominent firms and founded the Studio Sarah Willmer Architecture. She lives with her family in Noe Valley. She said Monique Le Conge has been Director at the Richmond Public Library since October 2004; formerly she was Director of the Benicia Public Library. She said she is the 2008 President of the California Library Association.

Sarah Willmer said she had some very positive comments and some questions. She said the central space is a wonderful space, the other areas are clearly marked out and she said the scale is appropriate. She asked about the symmetry of the building and said she found the form sort of antithetical to the site. She said the staff area has a courtyard on the south in the light and the community room and the children's section are on the north side of the building. One advantage is that you have four equal plazas in footprint, but that they are not equal in quality of space. She said a library needs to be forward thinking and she thinks this building is accomplishing that.

Monique Le Conge said as a librarian her focus is more on the function of the building rather than the way that it looks. She said it is a building that lends itself to flexibility. She said walking into that large open space can feel welcoming. She is concerned about the height of the stacks impeding the site lines from the reference desk or from the entryway. She asked about the computers in the teen section and wondered how many there were, where they are situated and whether they will accommodate more than one teen at a computer station. She wondered how the acoustics would work with the rotunda. She said she had concerns about the delivery area, the location of the trash and the stair access to the basement. She said she liked the use of natural light in the building.

Marilyn Thompson thanked the peer review members for their comments.

Public Comment

An anonymous citizen said he was concerned that there were not any explanatory documents and none of the documents referenced in the discussion were available to the audience. He said we don't know the background of the panelists. He said in the past there have been three architects and we are down to one. He said the primary issue is the esthetic with Leland Avenue. He said in his opinion this evokes a 19th century Spanish Mission. He asked how that works with Leland Avenue. He said he was concerned about the flexibility of the spaces.

Peter Warfield said it is very hampering to the public to not have the documents in advance and particularly all the documents that were

referenced. He said there were no documents on instructions to the architect on what he was expected to do. He wondered how you can review something when you don't know what the plan or program was. He said he was disappointed that the word "books" was only used twice. He said there was nothing mentioned about the number of books. He said he was startled to hear references to classical this and classical that. He said this reminds him of the design of a classical church.

Sue Cauthen, Library Citizens Advisory Committee (LCAC) speaking for herself said she knows why Andy Maloney is a star in the Bureau of Architecture. She said this is a great design.

Edie Epps, a resident of Visitacion Valley, said she was at the community meeting on October 25 and she said the community was pretty much all on the same page in liking the design and liking the presentation. She said there is a little concern about the plazas and how they are gated and maintenance is done. She said the wind is very strong in the afternoon, which may kick up a lot of debris. She said the community would like to see this building as green as possible. She said she is also representing the Visitacion Valley Business Opportunities and Outreach to Merchants and passed out a letter sharing the merchants' concerns about parking.

Fran Martin, Visitacion Valley Planning Alliance and other committees, said the community really likes the design. She said this type of architecture appeals to people. She said this will be the civic center for the area and this is something the people can have pride in and pride in themselves. She said the Greenway Project and Andy Maloney received an award on the clubhouse in the area and the children are so excited about architecture and how the clubhouse was built for them. She said she hopes no decisions are made at this meeting because the community hopes the final decisions are made by them.

Russel Morine, resident of Visitacion Valley and a merchant on Leland Avenue, said the design is a vast improvement over what was designed before. He said he has concern and has heard other express the opinion that the plazas and the open space might be wasted space. He would like more information on that issue. He said his biggest concern was the budget and whether we will have the money to build this building. He asked what the bid alternatives might be for the project. He said he hopes that this can be a silver or platinum green building.

Betty Parshall, Visitacion Valley, said after the decision was made not to reuse the supermarket building she advocated using the full site. She is glad the entire site is being used but what she had in mind was that it would be used for library function not for outside plaza areas. She said she was hoping that idea could be revisited and some of that plaza space could be

used for indoor library space. She said she was also concerned about the budget and having enough money to build this building. She said she is interested in function over form. She said the building is very attractive from the street. She said she had a concern over circulation staff space. She would also like to know the number of books that are planned for the branch.

Commission Discussion

Commissioner Munson asked what sort of flexibility is available and would it be possible to increase capacity. He said it is a handsome building, but he said he assumes the Commission's role is to look at budget questions, is the community happy with the design and function of the building.

Commissioner Kane said there were very good comments from the community. He asked about the need for the plazas and within the budget would it be possible to increase the size of the building.

Commissioner Gomez said she loves the design. She found it lovely and thought it fit into the surroundings. She wondered about the trash area near the children's space. She wondered about the security and fencing about the plazas. She also mentioned concern about the site lines. She asked how the linear space of shelving compared to the existing space.

Commissioner Coulter said he enjoyed the presentation and appreciated that the community likes this design. He said he would like to hear more about this being a rectangular building. He wondered about the plazas and how they would be used and their security. He said he would like to hear more about the number of books for the branch and the expansion capabilities.

Commissioner Chin said she appreciated the presentation by the architect who shared his thought process on this building. She said she did wonder about filling in some of the open spaces and the possibility of turning it into an octagon. She said if you expand later it will be more time and money. She said the community room is 19' x 38' and that is not very big. She said she would like to see the teen area and the children's area expanded outward a little bit. She said it will be an important institution and it should stand out. She also asked what type of materials will be used.

Commissioner Bautista said she thought we did not do solar panels because there was a deal with PG&E. She said she would like this building to be as green as possible and would like to revisit the possibility of solar panels for the building. She said this is Visitacion Valley's civic center. She said the community room needs to be larger and possibly gardens in the plazas. She said she was concerned that there will only be 12 computers. She said she is concerned with the security of the building especially the fencing, lighting

and graffiti proof materials. She also was concerned with the number of rest rooms.

President Higueras thanked the architect and said how important it was that this will be a civic space and how important it will be for this building to reflect the culture, the history and the ambitions of this neighborhood. He said regarding the issue of classicism v. modernist the trends seem to be going more toward the modernist. He said being true to classical design requires some budget. He said he does understand that as the building is currently designed it does meet the budget. He said he has a concern about the circulation within the building. He said he hopes that the stacks will be half height stacks. He said the plazas offer the opportunity for light and air. He said there may be some code implications for exiting the building. He said the issue of the location of the trash enclosures needs to be studied. He said the more geometry you have the less flexibility you have so he would like library staff to be very comfortable with the very geometric space. He said he does not see this easily lending itself to expansion, but it does provide a strong identity for the community.

Andy Maloney, Project Architect, said the main point of criticism seemed to be the form and that it was rigid. He said the simplest solution would be a box, which would provide more flexibility. He said the building is more than just the function; it has to make a statement of a civic building. It would not be easy to expand. He said he took a risk that this building would reach higher.

President Higueras said some of the comments made will lend themselves to reconciliation within the design and he hopes those things will be looked at.

Andy Maloney said they would like to look at solar panels, but it is a budget issue. He said the exterior of the building is stucco with asphalt roofing.

President Higueras asked about benchmarking regarding library materials.

Luis Herrera, City Librarian, thanked the panelists for their great input. He said all of these items have been discussed and will continue to be looked at. He said regarding the collection it will be increased by approximately 60%. He said there will be between 35,000 and 55,000 items in the collection. He said it will be one of the larger collections of any of the branch libraries. He said the meeting room will be one of the larger meeting room spaces. He said he appreciates the comments from the public.

President Higueras thanked the architect for the presentation on the design.

The Commission recessed at 6:29 pm. and reconvened at 6:46 pm.

Commissioner Kane left the meeting.

AGENDA ITEM NO. 4 PEER REVIEW OF PROPOSED DESIGN FOR PARKSIDE BRANCH LIBRARY

Marilyn Thompson, Bond Program Manager said the process for the Parkside Branch Library began in late 2002 as a simple renovation with no additional space. She said the service needs for the neighborhood did indicate that more space would be needed than was budgeted for. By January, 2004, an additional 1,000 sq. ft. was added and an additional $500,000 was added to the budget. The project was put on hold to not conflict with the nearby West Portal branch closure. Three community and Commission meetings were held between late 2002 and 2004 and due to the escalation in construction costs in the next three years, the new cost estimate showed an increase of almost $1.7 million. She said in March 2007, the Commission approved funds moved into this project, which enabled it to move forward. The budget was increased to $4.9 million, enough to build the larger library that was envisioned. Design was restarted last fall and a community meeting was held on December 15, 2007. The project budget includes site acquisition, site work, construction, architects, engineers all of the specialized consultants, testing, surveys, reports, moving costs, permit fees as well as contingencies, basically everything except furniture and computer equipment. The project is scheduled to go to bid this fall and start construction early next year. She introduced Kacey Jurgens, Principal Architect, Thomas Hacker Architects out of Portland and said that in the audience is Karin Payson from the local associated firm. She said Karin Payson Architecture + Design are responsible for the interior architecture and the construction administration. She said this is the same design team that completed the successful renovation of the West Portal branch library.

Kacey Jurgens, architect, said the Parkside Branch Library was built in 1951. She said it is adjacent to a large public park and near Lincoln High School, so the building is well used by high school students after school. She said the library has been well kept up. She showed photographs of the interior and exterior of the library and explained the design features. She said there is an ADA issue getting into the building. She said they looked at a variety of ways to increase the size of the building as well as bringing the building up to code. She said they tried to maintain a lot of interior structural walls. She explained the proposed floor plan including site lines and views. She said the collection size will be approximately the same as exists now with approximately 50,000 items. She said they are adding to the media section and slightly reducing the book collection. She said seating will be increased and they will be adding 7 new computers. She explained the proposed ADA access into the building. She said they were

not able to add a program room because of the size of the addition. She said there has been a discussion about keeping the fireplace. She said the addition needs to fit gracefully with the existing building without mimicking it.

Brian Bannon, Chief of Branches, gave the library's response and thanked the architect as well as staff for their work on this. He said there are issues that need to be addressed, such as storage of furniture since there is no program room. He said this branch has between 100 and 200 children for story times and there is a lot of teen usage after school. He said it is a very busy branch. He said the library is excited to see the expansion of the teen area. He said there is a community meeting room across the street in the Police Department, but they are continuing planning a flexible meeting space within the library. He said the function is working well with the design and the library is pleased with the aesthetics of the building

Sarah Willmer, Studio Sarah Willmer Architecture, said the design is very elegant and respectful of the existing building. She said moving the teen section near the courtyard gives them a real sense of space in the building. She said the children's area is very special and she supports keeping the fireplace. She said she agrees with keeping the book stacks low to maintain site lines. She said the meeting of the new and the old façade is well done. She also said she would try to scale down the ramp into the building if possible.

Monique Le Conge, Director at the Richmond Public Library, said this is a well thought out renovation. She said the circulation desk is a rather large space and she said that much space might be better used for something else. She said she loves the teen space but questions the number of computers in the area. She said all of the computers in the library will probably be used by teens after school. She said the flexibility of being able to move the furniture for programming works well. She said she supports keeping the fireplace, because it makes the space distinctive. She said from a functional stand point it is a good solution.

Marilyn Thompson, Bond Program Manager, thanked the Peer Panelists Sarah Willmer and Monique Le Conge for helping to ensure that design excellence will be an integral part of the Library's design program.

Public Comment

An anonymous citizen said there were no explanatory documents on the agenda and he said that this is a legal requirement and they should be available to the public. He said the additional $500,000 was added for this library in 2002 by Supervisor Ma. He said it looks like that addition is being given over to back office functions and he doesn't think that is what Supervisor Ma expected for that $500,000. He said he has not had a

chance to review Options A and B, the slide went by too fast and there are no copies for the public. He said the crucial aspect is the use of the patio space. He said it is very ill used and he asked if that is the best use for that space.

Peter Warfield said the public had not been provided with documents prior to the meeting and have not been provided with documents relating to what the architect was asked to do. He said Supervisor Ma was concerned with expansion and he said he is disappointed that this design has about the same number or a little less in books. He said we are spending millions of dollars and have 1,000 sq. ft. of expansion but are not getting any more for the collection of the books. He said he would like to see the originals of the documents presented as well as copies and that he thinks the Commission should make those types of items routinely available to the public. He said one of his concerns is comparing the number of reference desks from the existing libraries to the renovated or new branches.

Commission Discussion

Commissioner Munson said it seems like the building could be slightly larger. He said he is concerned that the number of books is not going to increase. He said it seems we are short on computers. He said maybe we are squeezing too much on the dollars for this branch. He also said there may not be enough restrooms.

Commissioner Gomez said she had concern over the use of the courtyard and whether that could be used as part of the teen section. She said it does look like we are adding computers, but she did wonder how the windows would affect the screens on the computers. She said she would really like to see the fireplace retained. She said she also has a concern over the restrooms. She said she does like the solution for the movable furniture so that programming can take place.

Commissioner Coulter said he agrees with most of the comments and said he is sad that there is not more space in the building. He said the building works well on the outside and other than the space issue the building looks fine.

Commissioner Chin said that the building is quite light and she said it is a well used library and that it might be best to use the space outside in the courtyard for the inside of the building.

Luis Herrera, City Librarian, said there is an expansion to the facility of 1,000 sq. ft. but there are trade offs. He said the original $500,000 was to expand the facility. So he said we are gaining the teen space.

Brian Bannon, Chief of Branches, said that if we had used the original footprint of the building and tried to meet just the ADA requirements, we would have lost a considerable amount of space.

Luis Herrera, City Librarian, said that the collection is increasing by about 200 items. He said it will be slightly smaller in the children's and adult sections but will be gained in the teen section.

Commissioner Bautista said she is happy that this building is expanding and having a teen section. She said the courtyard is heavily used.

Brian Bannon, Chief of Branches, clarified the use of the courtyard. He said a portion of it is owned by Park and Rec. He said there was a lot of discussion about the use of this area.

Commissioner Bautista said the terrain of the courtyard is not level. She said she is concerned about the ADA ramp. She asked if there could be a sitting area.

President Higueras said he thinks this is a very nice job for an expansion of an existing building. He said his understanding is that the courtyard is a well-used space. He said where the expansion occurs is a very nice resolution of how to build out an existing building. He said the ramp switchbacks will have handrails and he would like to see if there is any other way to handle the ADA issues.

Marilyn Thompson, Bond Program Manager, again thanked the peer reviewers for giving us their thoughts and the time spent on this. She said there will be a response made to these comments at an upcoming Commission meeting.

AGENDA ITEM NO. 5. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Munson, to adjourn the special meeting of Thursday, January 3, 2008

ACTION: AYES: 6-0 (Bautista, Chin, Coulter, Higueras, Gomez and Munson).

The special meeting of January 3, 2008, of the San Francisco Public Library Commission adjourned at 7:42 p.m.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

DOCUMENTS DEPT.

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San Francisco Public Library Commission
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President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, January 17, 2008**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. ELECTION OF PRESIDING OFFICER **ACTION**
(Possible action to nominate and elect an officer to preside over the current meeting)

2. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

3. ELECTION OF COMMISSION OFFICERS FOR 2008 **ACTION**
(Presentation, discussion and possible action to nominate and/or elect Public Library Commission officers for 2008.)

4. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.) This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: Current Budget Report and Library Commission Schedule Report

5. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements.) The City Librarian will give updates on the following topics: the Fuhrman Fund; the International Center; America's most literate cities rankings; and highlights on exhibitions and programs.
Explanatory Document: Update on International Center

6. FISCAL YEAR 2008/09 LIBRARY BUDGET **DISCUSSION**
(Presentation and discussion of the proposed FY 08/09 Budget)
Explanatory documents: FY 08/09 Budget Proposal; FY08-09 Budget Change Proposals.

7. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 1/11/2008

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2007agendas.htm.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting. please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
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Larry Kane
Mel Lee
A. Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of January 17, 2008

The San Francisco Public Library Commission held a regular meeting on Thursday, January 17, 2008, in the Koret Auditorium, Main Library.

Sue Blackman, Commission Secretary, called the meeting to order at 4:32 pm. She announced that President Charles Higueras, Vice-President Steve Coulter and Commissioner Helen Marte Bautista had resigned from the Commission. She introduced the three new Commissioners: Carlota Del Portillo, Al Harris and Mel Lee and gave a little bit of background on each.

Commissioners present: Chin, Del Portillo, Gomez, Harris, Kane and Munson.

Commissioner Lee entered the meeting at 4:47 pm.

AGENDA ITEM NO. 1 ELECTION OF PRESIDING OFFICER

Sue Blackman, Commission Secretary said that since the President and Vice-President of the Commission had resigned the Commissioners would need to elect one of their peers to preside over the meeting.

Motion: By Commissioner Kane, seconded by Commissioner Chin to nominate Commissioner Gomez to preside over the meeting.

Public Comment

An anonymous citizen said welcome to the new Commissioners and said that he always addresses this Commission as an anonymous citizen. He said this is a good sign that the Commission has separated the election of permanent officers from the presiding officer election. He said he is very encouraged. He said in the past some of the presiding officers had been selected by the Mayor so it is good that the Commission will be making its own choice.

Commission Discussion
None.

Action: AYES 6-0: (Chin, Del Portillo, Gomez, Harris, Kane and Munson)

AGENDA ITEM NO. 2 PUBLIC COMMENT

Miro Kielbus, said he is on the American Sign Language History Board and is also involved in many community activities. He said sometimes there are things on public television channels that you can borrow from the library. He said it is great because he can come here borrow the dvd or cd and watch it at home. He said they always have the captioning included. He said that is nice because it allows full access. He said the problem is some of the current educational cds that the library has do not have the captioning any longer. He said he can only think of two reasons for this, one is that the library has purchased these cds on the grey market or two the library doesn't have the equipment to caption everything themselves. He said we need to know how to get these cds and dvds captioned in order to open full communication access for deaf people. He requested that the library look into this issue.

An anonymous citizen said when he first came into the library it was obvious that the library was being degraded and that the only solution was that there be a new building. He said at that time senior staff members of the institution asked him to open up the process and told him about the Brown Act. He said at the same time librarians befriended and encouraged him to focus attention on the community values of the institution. He said he was being asked to both support the truth and the democratic principles. He said his pressure has resulted in specific improvements to the library. He said he found out that some participants are welcome to the process and others are not.

Toni Bernardi, Chief of Children and Youth Services, said she just returned from the American Library Association's (ALA) midwinter conference and she wanted to share some terrific news. She said every year the ALA can grant honorary membership to a person they deem of importance within the profession. She said that Miss Effie Lee Morris, the first Coordinator of Children's Services at the SFPL was awarded honorary membership and she said she knows everyone will want to congratulate her.

Deborah Doyle, Friends of the San Francisco Public Library (Friends), said the Friends would like to thank the outgoing Commissioners and said all three of them served with honor and commitment. She said the Friends are also happy to welcome the new Commissioners and thank them for their commitment.

Marian Chatfield Taylor, Friends, said she would like to welcome the new Commissioners. She reminded everyone of the Western Addition Branch Library Grand Re-Opening on Saturday, February 2 at 1:00 pm. She said the Friends will be distributing in celebration of Chinese New Year door hangers on behalf of the Neighborhood Library Council (NLC) which in Chinese roughly translate to say "Keep on Learning!" She also thanked the past Commissioners and wished them well in the future.

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Peter Warfield welcomed the new Commissioners. He said it would be an extremely valuable educational tool for the Commissioners to get a bibliography of materials written about the Library. He said that the new Commissioners are lucky to have some tremendously valuable resources in members of the public who have concerned themselves with the library for many years. He said he hopes the Commission will take a receptive look at what these people have to say.

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Commissioner Kane made a motion to nominate Commissioner Gomez as President.

Commissioner Munson said because we have three new Commissioners it might be wise to wait until the next meeting to vote for the officers.

Commissioner Lee said he agrees and since it is his first meeting he thought it would be more appropriate to postpone this item.

Francesca Gessner, Deputy City Attorney, said the Commission may just make nominations at this meeting and then vote on them at the next meeting.

Commissioner Del Portillo said that she would love to know more of the background of the Commissioners and she would like to have nominations and the election at the next meeting.

Commissioner Kane withdrew his nomination.

Public Comment

An anonymous citizen said that it used to be part of the bylaws that nominations would be at one meeting and the election at the next meeting. He said if you want to look at the qualifications for President, you want someone who has the reputation of being independent and even handed and someone who can bring some goals and direction to the institution.

Peter Warfield said he seconded the previous speaker's comments and he wanted to thank the Commissioner for making the suggestion of holding off the election. He said he hopes this cooperative and sensible approach continues into the future.

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Commissioner Munson said his remarks had no relevance to any individual Commission member.

Commissioner Del Portillo said she would like a little more background and to find out who might be interested in serving.

Francesca Gessner, Deputy City Attorney, said the Commission can make a motion to table this item to the next meeting or they can make a nomination now and then take action on it at the next meeting.

Commissioner Del Portillo said she was hoping to receive bios on the Commissioners.

Motion: By Commissioner Munson, seconded by Commissioner Del Portillo to table this item to the next meeting.

Action: Ayes 7-0 (Commissioners Chin, Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 4 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly reports which include the budget, schedule, active projects, construction and community outreach. She said the Budget Report includes the Baseline Budget, which is the budget the Commission approved in October, 2001 and the budget approved on November 15, 2007. She said the schedule report is a summary level report that is broken down by project in alphabetical order. She said the last time a schedule change was approved was March, 2007. She said each project has the original schedule, the last approved schedule and the forecast. She gave the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs of Portola, Richmond, Noe Valley, and Western Addition which are currently in construction. She gave the Community Outreach report and said there would be a community meeting at the Ortega Branch on January 26, the Western Addition Opening Celebration on February 2, the Ingleside Groundbreaking on February 15 and the Noe Valley Opening Celebration on March 8.

Public Comment

An anonymous citizen said the Capital Planning Committee was on the slide but not mention in the report. He said they did approve the expenditure of the General Obligation Bonds and he said he was surprised that that was not reported to the Commission as part of the report. He said it was an interesting report and the Commission might want to review it. He said the new Commissioners should be aware of the Controller's Audit completed in September, 2007.

Peter Warfield said he agreed that the new Commissioners should familiarize themselves with the Controller's Audit Report. He said the schedules should show the original schedule and the forecasted

schedule. He said it would be helpful if information was provided project by project.

Commission Discussion

Commissioner Kane thanked Marilyn Thompson for her report and said he is looking forward to the opening of the Western Addition branch. He said he recommended that the new Commissioners review the Controller's Audit and said that the Commission had requested that the Audit been done. He said he would like to see an update on the Audit brought back to the Commission. He said the library got into a little bit of trouble with the delays of some of the branches. He asked for information on the forecasted schedule and whether there is further delay noted on the schedule. He had questions regarding the Potrero and Bernal Heights Branches.

Luis Herrera, City Librarian said that the library is working closely with the Bernal Heights community and delays to Potrero will be brought back to the Commission as soon as possible.

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Commissioner Chin said it looks like North Beach is going to be the last project to be completed and she had several questions regarding that branch.

Marilyn Thompson, Bond Program Manager, said that the North Beach branch will be 8500 sq. ft. and will be significantly larger than the existing branch. She said there will be Recreation and Park funding contribution and staff time involved in the Master Plan and that there would be a full community process.

Commissioner Del Portillo said she assumes there is a difference between the original budget and forecasted budget.

Marilyn Thompson said that the new plans are for a brand new branch. She said the funds will come from the revenue bonds which were approved by the voters in November.

Commissioner Lee had questions regarding the Peer Review.

Marilyn Thompson, said the Peer Review process is described in the Design Excellence Program Guidelines. She said it is a review of the projects at the end of Schematic Design. She said the peer reviewers are pro bono architects, librarians, urban planners, historic preservationists, etc. that are brought in to advise you and give critiques of the projects.

Commissioner Del Portillo asked whether doing the work through DPW saves money as opposed to bidding out the projects.

Marilyn Thompson said that the architects on staff with the city seem to have a higher regard for the buildings and the long term durability of the buildings.

Presiding Officer Gomez said that the last Peer Review discussion was a building done by a DPW employee and she thought it was an excellent design.

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, congratulated and welcomed the new Commissioners. He announced that we have completed the Main Library first floor renovation and held a celebration the day before. He commended Kathy Lawhun, Chief of Main and her staff for all their hard work. He said there was a great article in the Chronicle yesterday about the opening. He gave an update on the Fuhrman Fund and explained that the Fuhrman Trust was established in 1940 at the request of Alfred Fuhrman who passed away. He said the money is approximately $330,000 for the library for books and services related to economics and politics. This last year the library was able to purchase 1640 books and several new databases.

Kathy Lawhun, Chief of Main, introduced Alvaro Sanabria, the Program Manager for the International Center. She said he is a Spanish speaker and in that capacity chooses books, not only for the Main Library but the branches. She said he attends the Guadalajara Book Fair and the International Book Fair in Spain every year to obtain books for the collection. She said he is instrumental in developing our Spanish language web site.

Alvaro Sanabria introduced and recognized Mikhail Pashkov, in charge of the Russian collection and Mitchell Yangson, in charge of the Filipino American Center. He said the International Center (IC) was established in1996. He said it provides information access for patrons who prefer to communicate in languages other than English or who are learning English. He said the IC oversees the Chinese and the Filipino Affinity Centers. He said services are available in Chinese (Mandarin, Cantonese and Toishan), Filipino, Japanese, Russian, Spanish and limited French, German and Portuguese. He explained the collection in the IC and the various services offered. He showed the IC home page on the web and said there are Spanish and Chinese pages. He said they are developing a Russian page and looking at other languages as well. He said IC staff does outreach to promote, coordinate and co-sponsor programs and activities with other organizations. He said there are internet classes in Chinese (Mandarin and Cantonese), Russian and Spanish. He said they hold library orientations and book clubs in Spanish and Russian.

Luis Herrera, City Librarian, said the IC is one of the strengths of SFPL and something we should be very proud of. He said there was a study done on America's Most Literate Cities; rating various factors and SFPL has ranked number one in California and ranked seventh nationally.

Jill Bourne, Deputy City Librarian, said from January 16 -21 the Library is the site of a low tech art exhibit entitled Future Sea Level. She said this is a partnership with the Department of the Environment in collaboration with the Sierra Club and the Aquarium of the Bay Foundation.

Marcia Schneider, Chief of Communications, Collections and Adult Services said there are two wonderful new exhibitions one is "A Life Surrounding a Cabin Dorothea Lange at Steep Ravine" a photography exhibit and Timeless San Francisco and Timeless Cities. She showed images from the exhibits. She also gave highlights on some of the programs sponsored by the Library.

Public Comment

Eileen Boken, a resident of Sunset/Parkside, said she saw people putting tape around some of the branch libraries and it looked like vandalism. She reported this and found out that this was an art project and was approved by management at the library and not by the Commission. She said she did not think this was appropriate and would like it taken down.

An anonymous citizen said something that should have been part of this report was the honorary lifetime ALA membership that was give to Effie Lee Morris Jones. He said this is a great accomplishment for a former librarian. He said there have been 4 lawsuits over the Fuhrman Fund in the past and the Library Commission is the trustee for the fund. He said it is not supposed to be used to fill in gaps in the budget but used for additional material on politics and economics.

Peter Warfield said this was a very interesting report. He said thank you for the report on the International Center. He said in the past you could not look up movies in the catalog in the foreign section by name of director, they were all listed as "foreign films" so he wondered if that had changed. He said the Dorothea Lange exhibit appears to be some of her works that are lesser known so in his opinion that makes it more interesting. He said the renovation of the first floor was originally $2.5 million and in the Chronicle article it said it was a $6 million renovation.

Deborah Doyle, Friends of the Library, said she is a Board Member of the California Association of Library Trustees and Commissioners (CALTAC). She said this is an organization that is a resource for trustees and commissioners throughout California and it provides training on duties and responsibilities.

Commission Discussion

Commissioner Kane said he appreciated the report on the International Center. He also asked about the art exhibit which was commented on.

Jill Bourne said the "Future Sea Level" art exhibit was in cooperation with the Department of the Environment, the Sierra Club and the Aquarium by the Bay. She said there is a Memorandum of Understanding explaining responsibilities for this exhibit. She said the exhibit will be taken down on January 21.

Presiding Officer Gomez said she saw a woman with her child outside the library explaining the exhibit and she thought it was a good visual to explain global warming.

AGENDA ITEM NO. 6 FISCAL YEAR 2008/09 LIBRARY BUDGET

Maureen Singleton, Budget Manager, gave the background on the FY 08-09 Budget including the budget climate for San Francisco and the Mayor's budget instructions.

Luis Herrera, City Librarian said the budget priorities are public services and outreach, library collections, public technology, staff development and support, public safety and security, resource and asset management and facilities improvement.

Maureen Singleton explained the FY 08-09 budget revenue and expenditures and she explained the differences between the FY 07-08 and FY 08-09 budgets.

Luis Herrera, City Librarian and Jill Bourne, Deputy City Librarian explained some of the priority items listed under Program Services and Outreach including expansion of branch library hours, expansion of Branch Library Improvement Program (BLIP) bookmobile hours and service areas, enhancement of interactive learning space for the early literacy program, support for the Successful Teens Program, enhancement of the reproduction budget, Green Libraries Initiative, Link+ courier services, and My Library Card Initiative. They explained some of the priority items listed under Library Collections including an increase to the library books and materials budget and cataloging special and focused collection materials. Under Public Technology some of priorities are audiovisual equipment refreshment; replacement of the Koret auditorium video/graphics projector system; digital repository; a software package called Encore, a search and access tool; Keystone Library Automation System for the library for the blind and print disabled; technology refreshment and enhancement program and the Main Library public Wi-Fi upgrade. Under Staff Development and Support one of the priorities is upgrading a Principal Administrative Analyst position. Under Public Safety and Security some of the priorities are a branch paging system, branch phone system enhancement, 3 M security gates and maintenance and camera replacement at the Main. Under Resource and Asset Management priorities include replacement of bathroom flooring at the Chinatown Branch Library, interior painting and carpet replacement

programs, various improvements to the Main Library and reupholstering of chairs in the Affinity Centers. Finally under the Facilities Improvement Program there is a $2 million advance to the Visitacion Valley branch for development impact fees.

Luis Herrera said the total amount of changes to the budget from last Fiscal Year is $6,357,581. He said it is a relatively conservative budget.

Maureen Singleton said that the Library is projecting total revenues of $98,163,930. She said the proposed FY08-09 budget is $81,206,192 leaving a remaining reserve of $4,457,738. She said the next steps are to solidify revenue numbers with the Controller's Office, determine other work order changes, update labor cost figures, budget data entry, the submission of technology and capital plans, Commission approval of final budget proposal, submission of the budget to Controller's Office, the Mayor's Analysis of the Library's proposed budget, and the Mayor's proposed budget to the Board of Supervisors in June.

Public Comment

An anonymous citizen said this is information overload. He said you may be asking why there is an increase in revenues of around $3.5 million but there are budget change proposals slightly less that $6.5 million. He said the answer is the reserve. He said it leaves the library with an embarrassment of riches. He asked what is a healthy reserve and what should that reserve be used for.

Cathy Bremer, Officer of the Library Chapter of SEIU 1021, said it is really great that we have money and Prop D was the best thing that ever happened to the library. She said the Union is very happy about that. She welcomed the new Commissioners. She said the Union was very happy with the cataloging of special and focused collection materials and hoped that this would be done internally and not contracted out.

Peter Warfield said the cataloging at the library has been a problem since the very beginning when the cataloging became automated. He said there have been materials not included in the catalog. He said cataloging is very important. He said he is concerned with the future of the library's budget with respect to its ability to repay the bond indebtedness. He said there is no guarantee that the funding will stay at the level it is currently. He said you need to consider what the long range outlook is. He said he is also concerned about Link+ and he would like the Commission to consider a subsidy for the extremely high fees for lost items.

Commission Discussion

Commissioner Munson said it is important to look at the risk of fluctuations in future funding because that is one of the reasons we have a substantial reserve. He said there is a major advantage to the library to proceed with BLIP now because building materials are still going up rapidly. He said we should be able to negotiate some pretty good deals

with contractors here because of the issue with the economy. He said we should perhaps earmark $12 million against the $16 million reserve to make sure we cover funding for the time period identified.

Commissioner Kane thanked everyone who worked hard on the passage of Prop D. He said as he has said in the past his goal is to have every library open 7 days and he is very glad to see that we will be able to have 4 new days added and especially Sunday hours at the Bayview Branch. He asked about maintenance of branch libraries.

Luis Herrera said that we will be maintaining the branches and we are working on an asset management plan so that we can insure that we have a timetable for some of these replacement and maintenance issues.

Commissioner Del Portillo said she would also like to see the Glen Park Branch open seven days a week. She said Harper's Magazine has an interesting article called the Next Bubble about the future of the economy. She said she would like to see specific fundraising aimed at having libraries open 7 days a week.

Luis Herrera said the library has been very deliberate in looking at having the branches open 7 days a week. He said the first priority is to get the branches which are open 5 days a week to 6 days and eventually to get them all to 7 days.

Maureen Singleton responded to Commissioners questions regarding the reserve and said the reserve monies are set aside and no one can touch them except the Library and they cannot be used for other sources. She said to her knowledge we are not required to have a certain amount of reserve, but that she would look into it.

AGENDA ITEM NO. 7 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 8 NEW BUSINESS

Commissioner Chin suggested that the Commission recognize its outgoing Commissioners at an upcoming meeting.

Commissioner Del Portillo asked for bios of the existing Commissioners.

Public Comment

An anonymous citizen said that the PowerPoints shown to the Commissioners are very helpful and he said it would be nice if the public were able to use PowerPoints as part of their presentations. He said it would be helpful for the Commissioners to look at the Commission Policies. He said we have a long history of distinguished Library Commissioners.

Peter Warfield said he would support the suggestions made for new business and would suggest the Commission keep an eye on them and make sure they come up back at future meetings.

AGENDA ITEM NO. 9. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Del Portillo, seconded by Commissioner Lee, to adjourn the regular meeting of Thursday, January 17, 2008.

ACTION: AYES: 7-0 (Chin, Del Portillo, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of January 17, 2008, of the San Francisco Public Library Commission adjourned at 7:08 pm.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

GOVERNMENT DOCUMENTS DEPT

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Commission Discussion
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Action: AYES 6-0: (Chin, Del Portillo, Gomez, Harris, Kane and Munson)

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Presiding Officer Gomez said that the last Peer Review discussion was a building done by a DPW employee and she thought it was an excellent design.

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, congratulated and welcomed the new Commissioners. He announced that we have completed the Main Library first floor renovation and held a celebration the day before. He commended Kathy Lawhun, Chief of Main and her staff for all their hard work. He said there was a great article in the Chronicle yesterday about the opening. He gave an update on the Fuhrman Fund and explained that the Fuhrman Trust was established in 1940 at the request of Alfred Fuhrman who passed away. He said the money is approximately $330,000 for the library for books and services related to economics and politics. This last year the library was able to purchase 1640 books and several new databases.

Kathy Lawhun, Chief of Main, introduced Alvaro Sanabria, the Program Manager for the International Center. She said he is a Spanish speaker and in that capacity chooses books, not only for the Main Library but the branches. She said he attends the Guadalajara Book Fair and the International Book Fair in Spain every year to obtain books for the collection. She said he is instrumental in developing our Spanish language web site.

Alvaro Sanabria introduced and recognized Mikhail Pashkov, in charge of the Russian collection and Mitchell Yangson, in charge of the Filipino American Center. He said the International Center (IC) was established in1996. He said it provides information access for patrons who prefer to communicate in languages other than English or who are learning English. He said the IC oversees the Chinese and the Filipino Affinity Centers. He said services are available in Chinese (Mandarin, Cantonese and Toishan), Filipino, Japanese, Russian, Spanish and limited French, German and Portuguese. He explained the collection in the IC and the various services offered. He showed the IC home page on the web and said there are Spanish and Chinese pages. He said they are developing a Russian page and looking at other languages as well. He said IC staff does outreach to promote, coordinate and co-sponsor programs and activities with other organizations. He said there are internet classes in Chinese (Mandarin and Cantonese), Russian and Spanish. He said they hold library orientations and book clubs in Spanish and Russian.

Luis Herrera, City Librarian, said the IC is one of the strengths of SFPL and something we should be very proud of. He said there was a study done on America's Most Literate Cities; rating various factors and SFPL has ranked number one in California and ranked seventh nationally.

Jill Bourne, Deputy City Librarian, said from January 16 -21 the Library is the site of a low tech art exhibit entitled Future Sea Level. She said this is a partnership with the Department of the Environment in collaboration with the Sierra Club and the Aquarium of the Bay Foundation.

Marcia Schneider, Chief of Communications, Collections and Adult Services said there are two wonderful new exhibitions one is "A Life Surrounding a Cabin Dorothea Lange at Steep Ravine" a photography exhibit and Timeless San Francisco and Timeless Cities. She showed images from the exhibits. She also gave highlights on some of the programs sponsored by the Library.

Public Comment

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Eileen Boken, a resident of Sunset/Parkside, said she saw people putting tape around some of the branch libraries and it looked like vandalism. She reported this and found out that this was an art project and was approved by management at the library and not by the Commission. She said she did not think this was appropriate and would like it taken down.

-

An anonymous citizen said something that should have been part of this report was the honorary lifetime ALA membership that was give to Effie Lee Morris Jones. He said this is a great accomplishment for a former librarian. He said there have been 4 lawsuits over the Fuhrman Fund in the past and

the Library Commission is the trustee for the fund. He said it is not supposed to be used to fill in gaps in the budget but used for additional material on politics and economics.

Peter Warfield said this was a very interesting report. He said thank you for the report on the International Center. He said in the past you could not look up movies in the catalog in the foreign section by name of director, they were all listed as "foreign films" so he wondered if that had changed. He said the Dorothea Lange exhibit appears to be some of her works that are lesser known so in his opinion that makes it more interesting. He said the renovation of the first floor was originally $2.5 million and in the Chronicle article it said it was a $6 million renovation.

Deborah Doyle, Friends of the Library, said she is a Board Member of the California Association of Library Trustees and Commissioners (CALTAC). She said this is an organization that is a resource for trustees and commissioners throughout California and it provides training on duties and responsibilities.

Commission Discussion

Commissioner Kane said he appreciated the report on the International Center. He also asked about the art exhibit which was commented on.

Jill Bourne said the "Future Sea Level" art exhibit was in cooperation with the Department of the Environment, the Sierra Club and the Aquarium by the Bay. She said there is a Memorandum of Understanding explaining responsibilities for this exhibit. She said the exhibit will be taken down on January 21.

Presiding Officer Gomez said she saw a woman with her child outside the library explaining the exhibit and she thought it was a good visual to explain global warming.

AGENDA ITEM NO. 6 FISCAL YEAR 2008/09 LIBRARY BUDGET

Maureen Singleton, Budget Manager, gave the background on the FY 08-09 Budget including the budget climate for San Francisco and the Mayor's budget instructions.

Luis Herrera, City Librarian said the budget priorities are public services and outreach, library collections, public technology, staff development and support, public safety and security, resource and asset management and facilities improvement.

Maureen Singleton explained the FY 08-09 budget revenue and expenditures and she explained the differences between the FY 07-08 and FY 08-09 budgets.

Luis Herrera, City Librarian and Jill Bourne, Deputy City Librarian explained some of the priority items listed under Program Services and Outreach including expansion of branch library hours, expansion of Branch Library Improvement Program (BLIP) bookmobile hours and service areas, enhancement of interactive learning space for the early literacy program, support for the Successful Teens Program, enhancement of the reproduction budget, Green Libraries Initiative, Link+ courier services, and My Library Card Initiative. They explained some of the priority items listed under Library Collections including an increase to the library books and materials budget and cataloging special and focused collection materials. Under Public Technology some of priorities are audiovisual equipment refreshment; replacement of the Koret auditorium video/graphics projector system; digital repository; a software package called Encore, a search and access tool; Keystone Library Automation System for the library for the blind and print disabled; technology refreshment and enhancement program and the Main Library public Wi-Fi upgrade. Under Staff Development and Support one of the priorities is upgrading a Principal Administrative Analyst position. Under Public Safety and Security some of the priorities are a branch paging system, branch phone system enhancement, 3 M security gates and maintenance and camera replacement at the Main. Under Resource and Asset Management priorities include replacement of bathroom flooring at the Chinatown Branch Library, interior painting and carpet replacement programs, various improvements to the Main Library and reupholstering of chairs in the Affinity Centers. Finally under the Facilities Improvement Program there is a $2 million advance to the Visitacion Valley branch for development impact fees.

Luis Herrera said the total amount of changes to the budget from last Fiscal Year is $6,357,581. He said it is a relatively conservative budget.

Maureen Singleton said that the Library is projecting total revenues of $98,163,930. She said the proposed FY08-09 budget is $81,206,192 leaving a remaining reserve of $4,457,738. She said the next steps are to solidify revenue numbers with the Controller's Office, determine other work order changes, update labor cost figures, budget data entry, the submission of technology and capital plans, Commission approval of final budget proposal, submission of the budget to Controller's Office, the Mayor's Analysis of the Library's proposed budget, and the Mayor's proposed budget to the Board of Supervisors in June.

Public Comment

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Public Comment

adjourn the regular meeting of Thursday, January 17, 2008.

ACTION: AYES: 7-0 (Chin, Del Portillo, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of January 17, 2008, of the San Francisco Public Library Commission adjourned at 7:08 pm.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, February 7, 2008**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

Gavin Newsom
Mayor

Lonnie K. Chin
Carlota del Portillo
Jewelle Gomez
Al Harris
Larry Kane
Mel Lee
A. Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

The meeting will be called to order.

1. ELECTION OF PRESIDING OFFICER **ACTION**
(Possible action to nominate and elect an officer to preside over the current meeting)

2. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

3. ELECTION OF COMMISSION OFFICERS FOR 2008 **ACTION**
(Presentation, discussion and possible action to nominate and/or elect Public Library Commission officers for 2008.)
Explanatory Document: Commissioner Bios

4. RESOLUTIONS HONORING FORMER LIBRARY COMMISSIONERS **ACTION**
(Presentation, discussion and possible action to approve resolutions honoring former Library Commissioners)
Explanatory documents: Draft Resolutions honoring former Commissioners Charles Higueras, Steve Coulter and Helen Marte Bautista

5. APPROVAL OF THE MINUTES JANUARY 3, 2008 **ACTION**
(Presentation, discussion and possible action to approve the minutes of the special meeting of January 3, 2008.)
Explanatory document: draft minutes.

6. APPROVAL OF THE MINUTES JANUARY 17, 2008 **ACTION**
(Presentation, discussion and possible action to approve the minutes of the regular meeting of January 17, 2008.)
Explanatory document: draft minutes.

7. DESIGN OPTIONS FOR BAYVIEW BRANCH LIBRARY **ACTION**
(Presentation, discussion and possible action to approve design options for the Bayview Branch Library).
Explanatory document: Design Options for the Bayview Branch Library.

8. FISCAL YEAR 2008/09 LIBRARY BUDGET **ACTION**
(Presentation, discussion and possible action to approve the proposed FY 08/09 Library Budget)
Explanatory documents: FY 08-09 Budget Overview, Proposed FY 08/09 Budget Proposal and FY 08-09 Budget Change Proposals

9. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements.) The City Librarian will give updates on the following topics: African American Center; A Benefit Study of the San Francisco Public Library; City Librarian's appointment to serve on the Board of the California Council for the Humanities; and Library Satisfaction Survey.
Explanatory documents: Press release on the SFPL Benefit Study; California Council for the Humanities organizational overview.

10. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities)

11. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 02/4/2008

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of February 7, 2008

Gavin Newsom
Mayor

Jewelle Gomez
President
A. Lee Munson
Vice-President

Lonnie K. Chin
Carlota del Portillo
Al Harris
Larry Kane
Mel Lee
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

The San Francisco Public Library Commission held a regular meeting on Thursday, February 7, 2008, in the Koret Auditorium, Main Library.

Sue Blackman, Commission Secretary, called the meeting to order at 4:39 pm.

Commissioners present: Del Portillo, Gomez, Harris, Kane, Lee and Munson.

Excused: Commissioner Chin

AGENDA ITEM NO. 1 ELECTION OF PRESIDING OFFICER

Sue Blackman, Commission Secretary said that since the President and Vice-President of the Commission had resigned and new officers were not elected at the previous meeting, the Commissioners would need to elect one of their peers to preside over the meeting.

Motion: By Commissioner Del Portillo, seconded by Commissioner Munson to nominate Commissioner Munson to preside over the meeting until the election of officers.

Public Comment

An anonymous citizen said the agenda should have made it clear that this item was to elect a presiding officer only until the election of officers.

Peter Warfield said he agrees that the presiding officer should preside only until the election of officers.

Commission Discussion

None.

Action: AYES 6-0: (Del Portillo, Gomez, Harris, Kane, Lee and Munson) to elect Commissioner Munson to preside over the meeting until the election of officers.

AGENDA ITEM NO. 2 PUBLIC COMMENT

An anonymous citizen said at the last meeting the Commission was told that San Francisco was 7th on a list of most literate US cities. He said that this is a collection of six criteria and that San Francisco was 17th in the library category, down from 14th the year before. He said a great amount of energy is used to prevent the Commissioners from obtaining this type of information.

Peter Warfield said in December there was a discussion at the Commission relating to fines and fees and charges at the Library. He said one of the fees related to the Link+ program and the fact that it is charging an extraordinarily high flat rate for lost and damaged materials. He said the discussion on this issue was to be brought back to the Commission. He said he wanted to remind the Commission that this needs to be brought back to be discussed because of the impact of these fees on poor people and the barrier to access.

Ellen Egbert, Bernal Heights, said the Bernal Heights branch will have its closing party on Saturday and the Eureka Valley branch will have its closing party on March 1. She said it would be a good idea for the Commissioners to see the existing branches before they close if possible.

AGENDA ITEM NO. 3 ELECTION OF COMMISSION OFFICERS FOR 2008

Motion: By Commissioner Kane seconded by Commissioner Harris to nominate Commissioner Gomez as President and Commissioner Munson as Vice-President.

Public Comment

An anonymous citizen said the Commission should call for public comment prior to closing nominations. He said it was not necessary to have a President and Vice President from the prior sitting Commission. He said it would be nice to have one of the new Commissioners so that the Commission could break from the practices of the past and start afresh.

Peter Warfield said he would like to see the new members considered as officers. He said the Sunshine Ordinance has been extremely important and there have been many challenges and many of them successful with regard to violations of the Sunshine Ordinance by the Library and the Commission itself. He said he would urge that the Commission consider someone familiar with the Sunshine Ordinance's requirements and that Commissioner Kane seems particular sensitive to the requirement that there be public comment.

Donna Bero, Friends of the Library, said she wanted to commend the Commission on the nominations before the Commission and said that she thinks Commissioner Gomez will make a quite eloquent and visionary leader for this group. She said she welcomed the three new Commissioners as well.

Commission Discussion

Presiding Officer Munson asked the Commission if there were other nominations. He said seeing none he asked for a vote on the motion.

Action: Ayes 6-0 (Commissioners Del Portillo, Gomez, Harris, Kane, Lee and Munson) to elect Commissioner Gomez as President and Commissioner Munson as Vice-President.

AGENDA ITEM NO. 4 RESOLUTIONS HONORING FORMER LIBRARY COMMISSIONERS

Sue Blackman, Commission Secretary said the draft resolutions were in the Commissioners packets and available for the public at the back of the room.

President Gomez said these are resolutions honoring past Commissioners Bautista, Coulter and Higueras. She said these Commissioners served on the Commission for a great number of years and she said she would rely on them and their spirits as the Commission moves forward.

Public Comment

Donna Bero, Friends of the Library, thanked Charles Higueras for his leadership and dedication to quality for the Branch Library Improvement Program; she thanked Steve Coulter for his wonderful context and historical perspective that he gave the Commission and she thanked Helen Marte Bautista for her enthusiasm and commitment to equity and outreach. She commended all three of them for their personal sacrifice and commitment to the Library and the Commission.

Peter Warfield said he was glad this was on the agenda and he said over the years, whether or not he agreed with these Commissioners on every issue he said he certainly supports the Commission approving these resolutions recognizing, honoring and commending Charles Higueras, Steve Coulter and Helen Marte Bautista for their long service on the Commission.

Helen Marte Bautista said she congratulated the new Commission members and wished them well. She said she has been nominated as First Vice-President, President-elect of the American Library Trustees Association and her experience with the Commission has given her an opportunity to serve on a national board.

Charles Higueras thanked Library staff and the Commission for this acknowledgment. He said congratulations to the new Commissioners. He said his 12 years on the Commission were very enjoyable and he was gratified by the experience. He said in every year he grew in his respect for the institution. He said he takes great pride in taking part in the Branch Library Improvement Program. He said this particular Commission is very much about getting on the same page. He said at the end of the day the Library is of critical importance to so many people in this city, so he said there is no room for alternative agendas or conflicting opinions. He said there is an enormous opportunity for the library to move forward.

Sue Cauthen, Chair Library Citizens Advisory Committee (LCAC), thanked the former Commissioners for working with the LCAC. She also welcomed all of the new Commissioners and said she looks forward to a wonderful year.

An anonymous citizen said a little controversy can be good and he wished the former Commissioners good luck in the future.

Commission Discussion

Commissioner Del Portillo expressed her personal thanks and noted the pride of the Latino community for Charles Higueras and his service. She said she is always amazed at Steve Coulter's kindness and intelligence and she said she was sorry he was not in attendance at the meeting. She said thank you to Helen Bautista and she said she looks forward to continue to work with her on other issues.

Commissioner Munson said he was very impressed with the work of Charles Higueras over the 12 year period he was Commissioner and Steve Coulter who has many more years on the Commission and said he tried to be fair and keep the goals of the Commission in mind. He said Helen Bautista is such a delight. He said it has been a pleasure serving with all three of these Commissioners.

Commissioner Kane said thank you to the Commissioners for their leadership and he said this Library is in a position today that would not be possible without their long service.

MOTION: by Commissioner Lee, seconded by Commissioner Del Portillo, to approve the resolutions honoring former Library Commissioners Bautista, Coulter and Higueras.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

Luis Herrera, City Librarian, thanked the former Commissioners for all of their support

President Gomez announced a change in the order of the agenda items. She said that because of the numerous community members waiting to

participate in agenda items 7 and 8, the Commission would hear agenda items 5 and 6 at the end of the meeting following agenda item 11.

7. DESIGN OPTIONS FOR BAYVIEW BRANCH LIBRARY

Luis Herrera, City Librarian, explained the background on the Bayview Branch and said that this branch is critical to the community and provides an active outreach and special programs component. He said that the budget for this branch was increased from $3.6 million to $9.8 million in March 2007.

Marilyn Thompson, Bond Program Manager, said that the Bayview Branch library deserved a new expanded vision and with the passage of Prop D they began feasibility studies with the firm of Thomas Hacker Architects, a nationally renowned design architect in association with a local firm Karin Payson architecture + design. She said presenting a range of design options today is Kacey Jurgens, Principal Architect for Thomas Hacker. She said Karin Payson is also in the audience. She said this is the same design team that completed the successful renovation of the West Portal branch library.

Kacey Jurgens said this project is in the predesign stage. She said they are looking at four different options for the site and explained each floor plan option. She also showed photographs of the existing site and the existing floor plan. She said the existing building presents a lot of challenges for expansion. She said a new building on the site would present a lot more flexibility in design. She said the preferred options are Option B a two-story building on the existing site or Option D a one-story building with the acquisition of the adjacent property.

Luis Herrera, City Librarian said the staff has had very good discussions with the architectural team and said they agreed that Options B and D were the preferred options. He said staff would like the Commission to narrow it down to those two options. He said they would continue to meet with the community and to get more cost estimates for the two options.

Public Comment

An anonymous citizen said it would be nice if the public could use PowerPoint presentations as well. He said he was concerned with changing the order of the agenda and that he was concerned that the item on the agenda did not include a description of the design options and that it might include a totally new building. He said two of the options before the Commission are to destroy the current building. He said the name of the branch is the Bayview/Anna E. Waden branch library. He said one of the options includes a basement plan and that is a concern. He said there is no square footage or book capacity listed for the options.

Chris Buck, Citizens Advisory Committee to the Redevelopment Agency for Bayview/Hunters Point Project Area Committee (PAC), said he was not speaking on behalf of the PAC but he is the Chair of the Education

Committee for the PAC. He said he would like the Commission to think big for this library. He said there are huge opportunities for this community. He said having as many services as possible in this neighborhood would help with some of the crime and other issues in the area. He said there are other projects planned for the area and he would suggest contacting leaders in the community. He said he prefers Option D but Option B would be acceptable.

Cathy Bremer, representing Labor Union SEIU 1021, said the existing building needs to be torn down. She said it is an ugly and insulting building. She said the branch does not get used as much as it should because it is not an inviting building. She said to think big and go with Option D.

Ruth Gravitt said she lives in the area and is a voracious reader and she said staff is always marvelous at the branch. She said she would like the bond money spent on the most comfortable and attractive facility possible and she thinks only a new library would provide that.

James Greenblat said he grew up in Ingleside utilizing the Ingleside branch. He said if they could purchase property to upgrade that facility the same could be done for this branch. He said he agreed with Options B and D.

Peter Warfield said it seems there is some material missing. He said the things missing in the options were the numbers of books and book capacity. He asked what the book capacity would be under each option. He asked about the reference desks, meeting rooms, etc. He said that should be a key element. He said there was no budget amount for each of the options. He said while Prop D was passed in November and it set up a mechanism under which bonds could be approved by the Supervisors and Mayor if the Commission recommended it, no such action has been taken and there are supposed to be restrictions on the availability of bond repayment funding. He said he would like to make sure funding is available.

Toni Bernardi, Chief of Children and Youth Services, read a statement on behalf of the Jumpstart Western Regional Office and the Department of Children, Youth and their Families' Early Literacy Initiative in support of the Bayview library. Speaking for herself she said that the children of any community as well as the adults deserve a building that they can enter into with joy and excitement.

Noelle Hanrahan said she lives in Bayview/Hunter Point. She said she goes to the library with her children every week. She said the librarians there are amazing. She said she is excited about the new building but she is concerned that there will be a period of time without a physical library in the community. She said it is important especially for this community that they have an actual library building during the time the new library is being built.

Miriam Pavis said she has been a resident of the Bayview area since 1948. She said she supports demolishing the existing building and building a new one. She said the community needs more meetings on this, but that she thinks Option D is the best.

Larry Ware, Neighborhood Council and the founder of the poetry program, said he had lived in the area since 1957 and is a native son. He said Bayview needs a new library and he recited a poem to show what the neighborhood and community means to him.

Walter Johnson said he was an 18 year resident of Bayview/Hunters Point and said he was a retired probation officer so he knows what happens when kids go astray. He said the community is being revitalized and it does need a new library. He said he supports Option D and likes the idea of having the library on one floor. He gave praise to Linda Brooks Burton and the staff at Bayview.

Rhonda, a Bayview resident, said that the staff does a fantastic job. She said she supports Option D. She said she supports making the library a green building and supports a temporary building while the new facility is being built.

Linda Brooks-Burton, Manager of the Bayview branch, said her staff is excited about the possibility of a brand new building and the possibility of expanding into the adjacent building site. She said the existing building has many challenges including poor ventilation, plumbing, lighting, work space and public restrooms. She said if it could be a green building that would be great. She said community meetings will be very important and she said she supports Option D.

Commission Discussion

Commissioner Kane said the Commission occasionally has meetings at the branch libraries. He said the Commission had a meeting at the Bayview branch and it is a truly wonderful community and active branch. He said his understanding was the action before the Commission today was to give direction to the staff on the options before them. He said this community has many at risk kids and is far from downtown. He said he supports Option D but says he knows the budget will need to be considered. He said he would like to have an Option E which would be to look at other properties in the area. He said he would like the library to look at Options B and D as well as looking at the possibility of other properties in the area.

Commissioner Del Portillo thanked the chair for moving this item up on the agenda so that members of the public could be heard. She said the options are a rough design. She said the issue seems to be whether to keep the existing building and remodel it or to demolish it and build a new building on the site. She said we should think big for this community. She said we need to think beyond what is planned. She said possibly

there could be the library on the ground floor and perhaps commercial or offices on the second floor.

Commissioner Lee said hearing the public comment was very informative. He said the budget was increased from $3.6 million to $9.8 million and asked when that increase occurred.

Luis Herrera, City Librarian said the initial budget of $3.6 million was in 2000 and it was increased in March 2007 to $9.8 million.

Jill Bourne, Deputy City Librarian said normally the staff does not bring the predesign phase to the Commission. It was brought in this case because of the possibility of acquiring the adjacent space.

Kacey Jurgens, architect, spoke regarding the issues that were looked at in the predesign including programming space.

Luis Herrera, City Librarian said the square footage would be between 8500 and 10,500, which would be comparable to the larger branches in the BLIP.

Commissioner Lee said ideally he likes Option D if you can acquire the adjacent property.

Commissioner Munson said he likes the idea of looking at alternative locations as well.

Luis Herrera said we are thinking big for this branch. He said the staff would like to narrow this down to two options so that we can be realistic about the budget. He said staff will look at other locations but not to the extent it would cause delays in the project. He said this site meets the needs of the community.

Commissioner Lee said he was concerned about the budget for this project and the negotiations with the adjacent property owner.

Commissioner Harris said we want this to be the best possible library and he said it looks like we are on moving in the right direction.

Jill Bourne, Deputy City Librarian, said that the building will be built to the LEED Silver standard.

MOTION: by Commissioner Kane, seconded by Commissioner Del Portillo to direct staff to continue working on Options B and D as presented today along with a parallel option of possibly purchasing and developing an alternate property for the building.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 8 FISCAL YEAR 2008/2009 LIBRARY BUDGET

Luis Herrera, City Librarian, said staff will be presenting the FY08/09 budget for review and approval.

Maureen Singleton, Budget Manager, said that there have been minor clerical edits to the handouts and that the copies had been provided to the Commission and additional copies were in the back for the public. She said the final proposed FY 08-09 budget totals $81,650,197, which includes an operating budget of $79,580,197, a capital project program of $70,000 and an advance of the Visitacion Valley Impact Fees of $2,000,000 for the Branch Library Improvement Program. She went over the breakdown of the budget and explained some of the highlights of the budget. She said the next steps are the submission of the budget to the Controller's Office by February 21, 2008 and submission of the budget to the Mayor's Office by March 1, 2008.

Luis Herrera said there is another revision which came in late so it is not part of the packets. He said after a discussion with the new Superintendent of Schools it is clear that in order to insure that we have staff to go out for training with students and teachers; we are proposing to add a student support specialist position. He said it would be approximately $89,000 to add this Librarian II position.

Public Comment

An anonymous citizen said the slides were informative and it would be nice if the public were allowed to use them. He said the reserve has been differentiated into two sections. He said there is a fund reserve and a cash reserve. He said he supposes that the Library is proposing to spend the cash reserve. He said there is no specificity about what the $3.99 million is going to be spent on. He said there is $12.5 million carried forward that does not include the $3.99 million. He said there is a $2 million transfer from the operating budget from the Library Preservation Fund to the BLIP, but it is called an advance, so he asked what was going to happen with that money.

Peter Warfield said it looks like a very healthy increase in the book budget and he is glad to see that. He said it would be helpful to see how much of this budget is going to increased hours since this is a priority. He said there is a line item for $21,000 for Link+ courier services. He said this does not reflect all of the costs related to Link+. He said in December there had been a report on Link+ and he would like to see money in the budget to reduce the costs to patrons of lost or damaged books in the program.

Cathy Bremer, representing SEIU Union 1021 Library workers, said last month they had brought up budget change proposal number 12 and said that the union did not like the language in that. She said she is happy to see that the budget has changed so that $100,000 is no longer in the

budget for subcontracting out to do some of the cataloging and that the staff will be looking at ways to do this in house.

Sue Cauthen, Library Citizens Advisory Committee (LCAC), said the LCAC did talk about Link+ at their last meeting and she said they were told the total cost of the program is $30,000. She said LCAC is concerned about the fines for lost or damaged books in the program.

Commission Discussion

Commissioner Del Portillo said she is glad that the union representative was able to work with the City Librarian to resolve the contracting out issue. She said the budget process is going to be difficult and she hopes that we will come together and support the proposed budget to the Mayor and Board of Supervisors.

Commissioner Kane said the Library is lucky to have the Library Preservation Fund. He said the book budget is very healthy. He asked about the expanded hours and how many branches will still only be open five days.

Jill Bourne, Deputy City Librarian, said that with this proposed budget there will be only four remaining branches that are only open five days and three of those will be closing for renovations this fiscal year.

Commissioner Kane asked what we could do to have that one remaining five day branch open six days.

Luis Herrera, City Librarian, said staff will look into that request.

MOTION: by Commissioner Del Portillo, seconded by Commissioner Munson, to approve the proposed budget as presented and instructed the City Librarian to explore the feasibility of adding an additional day at the Golden Gate Valley branch so that it is open six days a week.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 9 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian said in commemoration of Black History Month we have an update on the African American Center, which the library is very proud of.

Stewart Shaw, African American Center Librarian, gave an update on programs and exhibits in 2007. He said he had the opportunity to work with the Museum of African Diaspora (MOAD) and the Treasure Island Homeless Development Initiative as part of the Center's outreach. He said there were 22 programs and 6 exhibits last year. He said there are many exhibits and programs including reading programs in the upcoming year.

Luis Herrera said the next item he wanted to report on was the Benefit Study of the SFPL which was done in conjunction with the Friends of the San Francisco Public Library.

Donna Bero, Friends of the Library, gave the executive summary of the study, which was done by Berk & Associates, a national research firm. She said the study was done in response to a city-wide forum on the role and relevance of the library to the community. She said the report describes and, when possible, quantifies the value which the library system provides to the San Francisco community. She said the report found that San Francisco does three things amazingly well including education, immigrant services and support for the economic health of the city. She said for every dollar that the city puts into the public library system more than three dollars worth of value comes out. She explained a graph that was prepared for the study that shows the qualitative and quantifiable benefits.

Luis Herrera, City Librarian, said the study is an amazing tool for both the local and national level to promote what the library does. He said he has been appointed to the California Council for the Humanities (CCH) and his role will be to talk about libraries in the context of CCH's role as the leading provider of humanities programming for the general public in California.

Kathy Lawhun, Chief of Main, described the Customer Satisfaction Survey, which is available on the Library's website. She explained how the survey works and the types of questions on the survey. She said they will report back to the Commission on the results. She said it will help with benchmarking as well.

Public Comment

An anonymous citizen said he was shocked that we didn't hear about the opening of the Western Addition branch. He said the highlights about the African American center were very interesting. He said he was shocked about a finished report on the benefits study. He said policies of the Friends and Foundation are that books are an outmoded technology and that the library should be a source for party rentals, fees for service, RFID, etc. He said the reason this is a public institution is that the public can express its will.

Peter Warfield said he is very concerned that there is a major study and the public does not have a copy of the executive study nor the full report. He said he requests a copy of these items and he thinks it would be appropriate to have these available to the public well in advance. He said he hasn't seen the Commission discuss the objectives and goals which were part of the study. He said the Library Satisfaction Survey in the past was based on the fill rate. He said the Commission has not discussed the current survey.

Commission Discussion

Commissioner Del Portillo asked for a copy of the full report and the executive summary of the Berk benefit study.

Commissioner Kane asked whether the Library Satisfaction Survey replaces the traditional paper survey which has been done in the past and if the questions are similar to the ones in the past.

Kathy Lawhun, Chief of Main, said that the survey will be produced in paper twice a year. She said it will also be available in Chinese, Spanish and Russian.

Commissioner Kane clarified that the Commission will still get an annual report on the results of the survey.

AGENDA ITEM NO. 10 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Friends of the Library, said the Friends wanted to commend everyone involved in the opening of the Western Addition Branch. She said the Bernal Heights closing party will be Saturday, February 9; the Ingleside groundbreaking will be on Friday, February 15, the closing party for the Eureka Valley/Harvey Milk Memorial will be on Saturday March 1 and the Noe Valley/Sally Brunn branch reopening is on Saturday March 8. She encouraged everyone to attend and said they are great community festivals. She said Friends are also working on Poets Eleven, and a series on foreign language poetry readings.

Public Comment

An anonymous citizen said there hasn't been anything about the Public Comment Fund in a while. He said from 1978 – 1992 he published a newsletter on library affairs. He said essays from his newsletter have been selected by an anthology of the best of alternative library literature four times. He said people who have read that have thought that San Francisco is so lucky to have a debate. He said they do not know that his comments are dismissed because he does not agree with the Friends.

Commission Discussion

President Gomez said that the public comment fund was started by a member of the public not by the Friends.

AGENDA ITEM NO. 11 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES JANUARY 3, 2008

Public Comment

An anonymous citizen said these minutes are not too bad but there are a few grammatical errors. He said on the first page he talked about the institutional memory and he said the reason he talked about that was completely left out of the minutes.

Peter Warfield said these are very good minutes but he wanted to be very clear on what he had said with regard to the Link+ fee. He said his comments on page 2 relating to approval of the December 6 minutes were not clear that he was referring to the high fees for the Link+ program.

MOTION: by Commissioner Del Portillo, seconded by Commission Munson, to approve the minutes of January 3, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 6 APPROVAL OF THE MINUTES JANUARY 17, 2008

Public Comment

An anonymous citizen said these minutes are much more problematic probably because there are much more controversial subjects. He said on page seven the anonymous citizen had made two significant points about the Fuhrman Fund that were not clearly noted. He said on page one the point he made about the reason why the presiding officer needs to be a continuing member and why the elected President could be a newly appointed member was not clarified.

Peter Warfield said that it is important and valuable to have good minutes so he said he would urge the Commission to consider seriously all of the public comments made at the meetings. He said on page 7 he was talking about a major discrepancy in the cost for the first floor renovation. He said the question he was asking was whether the new cost reported was accurate and if so that was a large discrepancy.

MOTION: by Commissioner Del Portillo, seconded by Commissioner Munson, to approve the minutes of February 7, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 8 NEW BUSINESS

Commissioner Del Portillo said she would like the Commission to discuss at another meeting having a specific item on the agenda for Commissioner reports. She said she thought staff and the public would like to hear the things the different Commissioners are involved in. She also invited everyone to the opening of the new City College Mission Campus on February 20.

Public Comment

An anonymous citizen said that Commissioner reports would be helpful and said this would be justification for a committee structure. He said it would be helpful to hear what the Commissioners are doing.

Peter Warfield said he thought the suggestion to have Commissioner reports on the agenda was a good one.

AGENDA ITEM NO. 13. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Lee, to adjourn the regular meeting of Thursday, February 7, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of February 7, 2008, of the San Francisco Public Library Commission adjourned at 7:55 pm.

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of February 7, 2008

(As approved at the regular meeting of March 6, 2008)

The San Francisco Public Library Commission held a regular meeting on Thursday, February 7, 2008, in the Koret Auditorium, Main Library.

Sue Blackman, Commission Secretary, called the meeting to order at 4:39 pm.

Commissioners present: Del Portillo, Gomez, Harris, Kane, Lee and Munson.

Excused: Commissioner Chin

AGENDA ITEM NO. 1 ELECTION OF PRESIDING OFFICER

Sue Blackman, Commission Secretary said that since the President and Vice-President of the Commission had resigned and new officers were not elected at the previous meeting, the Commissioners would need to elect one of their peers to preside over the meeting.

Motion: By Commissioner Del Portillo, seconded by Commissioner Munson to nominate Commissioner Munson to preside over the meeting until the election of officers.

Public Comment

An anonymous citizen said the agenda should have made it clear that this item was to elect a presiding officer only until the election of officers.

Peter Warfield said he agrees that the presiding officer should preside only until the election of officers.

Commission Discussion

None.

Action: AYES 6-0: (Del Portillo, Gomez, Harris, Kane, Lee and Munson) to elect Commissioner Munson to preside over the meeting until the election of officers.

AGENDA ITEM NO. 2 PUBLIC COMMENT

An anonymous citizen said at the last meeting the Commission was told that San Francisco was 7th on a list of most literate US cities. He said that this is a collection of six criteria and that San Francisco was 17th in the library category, down from 14th the year before. He said a great amount of energy is used to prevent the Commissioners from obtaining this type of information.

Peter Warfield said in December there was a discussion at the Commission relating to fines and fees and charges at the Library. He said one of the fees related to the Link+ program and the fact that it is charging an extraordinarily high flat rate for lost and damaged materials. He said the discussion on this issue was to be brought back to the Commission. He said he wanted to remind the Commission that this needs to be brought back to be discussed because of the impact of these fees on poor people and the barrier to access.

Ellen Egbert, Bernal Heights, said the Bernal Heights branch will have its closing party on Saturday and the Eureka Valley branch will have its closing party on March 1. She said it would be a good idea for the Commissioners to see the existing branches before they close if possible.

AGENDA ITEM NO. 3 ELECTION OF COMMISSION OFFICERS FOR 2008

Motion: By Commissioner Kane seconded by Commissioner Harris to nominate Commissioner Gomez as President and Commissioner Munson as Vice-President.

Public Comment

An anonymous citizen said the Commission should call for public comment prior to closing nominations. He said it was not necessary to have a President and Vice President from the prior sitting Commission. He said it would be nice to have one of the new Commissioners so that the Commission could break from the practices of the past and start afresh.

Peter Warfield said he would like to see the new members considered as officers. He said the Sunshine Ordinance has been extremely important and

there have been many challenges and many of them successful with regard to violations of the Sunshine Ordinance by the Library and the Commission itself. He said he would urge that the Commission consider someone familiar with the Sunshine Ordinance's requirements and that Commissioner Kane seems particular sensitive to the requirement that there be public comment.

Donna Bero, Friends of the Library, said she wanted to commend the Commission on the nominations before the Commission and said that she thinks Commissioner Gomez will make a quite eloquent and visionary leader for this group. She said she welcomed the three new Commissioners as well.

Commission Discussion

Presiding Officer Munson asked the Commission if there were other nominations. He said seeing none he asked for a vote on the motion.

Action: Ayes 6-0 (Commissioners Del Portillo, Gomez, Harris, Kane, Lee and Munson) to elect Commissioner Gomez as President and Commissioner Munson as Vice-President.

AGENDA ITEM NO. 4 RESOLUTIONS HONORING FORMER LIBRARY COMMISSIONERS

Sue Blackman, Commission Secretary said the draft resolutions were in the Commissioners packets and available for the public at the back of the room.

President Gomez said these are resolutions honoring past Commissioners Bautista, Coulter and Higueras. She said these Commissioners served on the Commission for a great number of years and she said she would rely on them and their spirits as the Commission moves forward.

Public Comment

Donna Bero, Friends of the Library, thanked Charles Higueras for his leadership and dedication to quality for the Branch Library Improvement Program; she thanked Steve Coulter for his wonderful context and historical perspective that he gave the Commission and she thanked Helen Marte Bautista for her enthusiasm and commitment to equity and outreach. She commended all three of them for their personal sacrifice and commitment to the Library and the Commission.

Peter Warfield said he was glad this was on the agenda and he said over

the years, whether or not he agreed with these Commissioners on every issue he said he certainly supports the Commission approving these resolutions recognizing, honoring and commending Charles Higueras, Steve Coulter and Helen Marte Bautista for their long service on the Commission.

Helen Marte Bautista said she congratulated the new Commission members and wished them well. She said she has been nominated as First Vice-President, President-elect of the American Library Trustees Association and her experience with the Commission has given her an opportunity to serve on a national board.

Charles Higueras thanked Library staff and the Commission for this acknowledgment. He said congratulations to the new Commissioners. He said his 12 years on the Commission were very enjoyable and he was gratified by the experience. He said in every year he grew in his respect for the institution. He said he takes great pride in taking part in the Branch Library Improvement Program. He said this particular Commission is very much about getting on the same page. He said at the end of the day the Library is of critical importance to so many people in this city, so he said there is no room for alternative agendas or conflicting opinions. He said there is an enormous opportunity for the library to move forward.

Sue Cauthen, Chair Library Citizens Advisory Committee (LCAC), thanked the former Commissioners for working with the LCAC. She also welcomed all of the new Commissioners and said she looks forward to a wonderful year.

An anonymous citizen said a little controversy can be good and he wished the former Commissioners good luck in the future.

Commission Discussion

Commissioner Del Portillo expressed her personal thanks and noted the pride of the Latino community for Charles Higueras and his service. She said she is always amazed at Steve Coulter's kindness and intelligence and she said she was sorry he was not in attendance at the meeting. She said thank you to Helen Bautista and she said she looks forward to continue to work with her on other issues.

Commissioner Munson said he was very impressed with the work of Charles Higueras over the 12 year period he was Commissioner and Steve Coulter who has many more years on the Commission and said he tried to be fair and keep the goals of the Commission in mind. He said Helen Bautista is such a delight. He said it has been a pleasure serving with all three of these Commissioners.

Commissioner Kane said thank you to the Commissioners for their leadership and he said this Library is in a position today that would not be possible without their long service.

MOTION: by Commissioner Lee, seconded by Commissioner Del Portillo, to approve the resolutions honoring former Library Commissioners Bautista, Coulter and Higueras.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

Luis Herrera, City Librarian, thanked the former Commissioners for all of their support

President Gomez said she would like to move items 5 and 6 approval of the minutes of January 3 and January 17 to the end of the meeting so that members of the community would be able to participate in the following items.

7. DESIGN OPTIONS FOR BAYVIEW BRANCH LIBRARY

Luis Herrera, City Librarian, explained the background on the Bayview Branch and said that this branch is critical to the community and provides an active outreach and special programs component. He said that the budget for this branch was increased from $3.6 million to $9.8 million in March 2007.

Marilyn Thompson, Bond Program Manager, said that the Bayview Branch library deserved a new expanded vision and with the passage of Prop D they began feasibility studies with the firm of Thomas Hacker Architects, a nationally renowned design architect in association with a local firm Karin Payson architecture + design. She said presenting a range of design options today is Kacey Jurgens, Principal Architect for Thomas Hacker. She said Karin Payson is also in the audience. She said this is the same design team that completed the successful renovation of the West Portal branch library.

Kacey Jurgens said this project is in the predesign stage. She said they are looking at four different options for the site and explained each floor plan option. She also showed photographs of the existing site and the existing floor plan. She said the existing building presents a lot of challenges for expansion. She said a new building on the site would present a lot more flexibility in design. She said the preferred options are Option B a two-story building on the existing site or Option D a one-story building with the acquisition of the adjacent property.

Luis Herrera, City Librarian said the staff has had very good discussions with the architectural team and said they agreed that Options B and D were the

preferred options. He said staff would like the Commission to narrow it down to those two options. He said they would continue to meet with the community and to get more cost estimates for the two options.

Public Comment

An anonymous citizen said it would be nice if the public could use PowerPoint presentations as well. He said he was concerned with changing the order of the agenda and that he was concerned that the item on the agenda did not include a description of the design options and that it might include a totally new building. He said two of the options before the Commission are to destroy the current building. He said the name of the branch is the Bayview/Anna E. Waden branch library. He said one of the options includes a basement plan and that is a concern. He said there is no square footage or book capacity listed for the options.

Chris Buck, Citizens Advisory Committee to the Redevelopment Agency for Bayview/Hunters Point Project Area Committee (PAC), said he was not speaking on behalf of the PAC but he is the Chair of the Education Committee for the PAC. He said he would like the Commission to think big for this library. He said there are huge opportunities for this community. He said having as many services as possible in this neighborhood would help with some of the crime and other issues in the area. He said there are other projects planned for the area and he would suggest contacting leaders in the community. He said he prefers Option D but Option B would be acceptable.

Cathy Bremer, representing Labor Union SEIU 1021, said the existing building needs to be torn down. She said it is an ugly and insulting building. She said the branch does not get used as much as it should because it is not an inviting building. She said to think big and go with Option D.

Ruth Gravitt said she lives in the area and is a voracious reader and she said staff is always marvelous at the branch. She said she would like the bond money spent on the most comfortable and attractive facility possible and she thinks only a new library would provide that.

James Greenblat said he grew up in Ingleside utilizing the Ingleside branch. He said if they could purchase property to upgrade that facility the same could be done for this branch. He said he agreed with Options B and D.

Peter Warfield said it seems there is some material missing. He said the things missing in the options were the numbers of books and book capacity. He asked what the book capacity would be under each option. He asked about the reference desks, meeting rooms, etc. He said that should be a key element. He said there was no budget amount for each of the options. He said while Prop D was passed in November and it set up a mechanism

under which bonds could be approved by the Supervisors and Mayor if the Commission recommended it, no such action has been taken and there are supposed to be restrictions on the availability of bond repayment funding. He said he would like to make sure funding is available.

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great. She said community meetings will be very important and she said she supports Option D.

Commission Discussion

Commissioner Kane said the Commission occasionally has meetings at the branch libraries. He said the Commission had a meeting at the Bayview branch and it is a truly wonderful community and active branch. He said his understanding was the action before the Commission today was to give direction to the staff on the options before them. He said this community has many at risk kids and is far from downtown. He said he supports Option D but says he knows the budget will need to be considered. He said he would like to have an Option E which would be to look at other properties in the area. He said he would like the library to look at Options B and D as well as looking at the possibility of other properties in the area.

Commissioner Del Portillo thanked the chair for moving this item up on the agenda so that members of the public could be heard. She said the options are a rough design. She said the issue seems to be whether to keep the existing building and remodel it or to demolish it and build a new building on the site. She said we should think big for this community. She said we need to think beyond what is planned. She said possibly there could be the library on the ground floor and perhaps commercial or offices on the second floor.

Commissioner Lee said hearing the public comment was very informative. He said the budget was increased from $3.6 million to $9.8 million and asked when that increase occurred.

Luis Herrera, City Librarian said the initial budget of $3.6 million was in 2000 and it was increased in March 2007 to $9.8 million.

Jill Bourne, Deputy City Librarian said normally the staff does not bring the predesign phase to the Commission. It was brought in this case because of the possibility of acquiring the adjacent space.

Kacey Jurgens, architect, spoke regarding the issues that were looked at in the predesign including programming space.

Luis Herrera, City Librarian said the square footage would be between 8500 and 10,500, which would be comparable to the larger branches in the BLIP.

Commissioner Lee said ideally he likes Option D if you can acquire the adjacent property.

Commissioner Munson said he likes the idea of looking at alternative locations as well.

Luis Herrera said we are thinking big for this branch. He said the staff would like to narrow this down to two options so that we can be realistic about the budget. He said staff will look at other locations but not to the extent it would cause delays in the project. He said this site meets the needs of the community.

Commissioner Lee said he was concerned about the budget for this project and the negotiations with the adjacent property owner.

Commissioner Harris said we want this to be the best possible library and he said it looks like we are on moving in the right direction.

Jill Bourne, Deputy City Librarian, said that the building will be built to the LEED Silver standard.

MOTION: by Commissioner Kane, seconded by Commissioner Del Portillo to direct staff to continue working on Options B and D as presented today along with a parallel option of possibly purchasing and developing an alternate property for the building.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

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AGENDA ITEM NO. 8 FISCAL YEAR 2008/2009 LIBRARY BUDGET

Luis Herrera, City Librarian, said staff will be presenting the FY08/09 budget for review and approval.

Maureen Singleton, Budget Manager, said that there have been minor clerical edits to the handouts and that the copies had been provided to the Commission and additional copies were in the back for the public. She said the final proposed FY 08-09 budget totals $81,650,197, which includes an operating budget of $79,580,197, a capital project program of $70,000 and an advance of the Visitacion Valley Impact Fees of $2,000,000 for the Branch Library Improvement Program. She went over the breakdown of the budget and explained some of the highlights of the budget. She said the next steps are the submission of the budget to the Controller's Office by February 21, 2008 and submission of the budget to the Mayor's Office by March 1, 2008.

Luis Herrera said there is another revision which came in late so it is not part of the packets. He said after a discussion with the new Superintendent of Schools it is clear that in order to insure that we have staff to go out for training with students and teachers; we are proposing to add a student

support specialist position. He said it would be approximately $89,000 to add this Librarian II position.

Public Comment

An anonymous citizen said the slides were informative and it would be nice if the public were allowed to use them. He said the reserve has been differentiated into two sections. He said there is a fund reserve and a cash reserve. He said he supposes that the Library is proposing to spend the cash reserve. He said there is no specificity about what the $3.99 million is going to be spent on. He said there is $12.5 million carried forward that does not include the $3.99 million. He said there is a $2 million transfer from the operating budget from the Library Preservation Fund to the BLIP, but it is called an advance, so he asked what was going to happen with that money.

Peter Warfield said it looks like a very healthy increase in the book budget and he is glad to see that. He said it would be helpful to see how much of this budget is going to increased hours since this is a priority. He said there is a line item for $21,000 for Link+ courier services. He said this does not reflect all of the costs related to Link+. He said in December there had been a report on Link+ and he would like to see money in the budget to reduce the costs to patrons of lost or damaged books in the program.

Cathy Bremer, representing SEIU Union 1021 Library workers, said last month they had brought up budget change proposal number 12 and said that the union did not like the language in that. She said she is happy to see that the budget has changed so that $100,000 is no longer in the budget for subcontracting out to do some of the cataloging and that the staff will be looking at ways to do this in house.

Sue Cauthen, Library Citizens Advisory Committee (LCAC), said the LCAC did talk about Link+ at their last meeting and she said they were told the total cost of the program is $30,000. She said LCAC is concerned about the fines for lost or damaged books in the program.

Commission Discussion

Commissioner Del Portillo said she is glad that the union representative was able to work with the City Librarian to resolve the contracting out issue. She said the budget process is going to be difficult and she hopes that we will come together and support the proposed budget to the Mayor and Board of Supervisors.

Commissioner Kane said the Library is lucky to have the Library Preservation Fund. He said the book budget is very healthy. He asked about the expanded hours and how many branches will still only be open five

days.

Jill Bourne, Deputy City Librarian, said that with this proposed budget there will be only four remaining branches that are only open five days and three of those will be closing for renovations this fiscal year.

Commissioner Kane asked what we could do to have that one remaining five day branch open six days.

Luis Herrera, City Librarian, said staff will look into that request.

MOTION: by Commissioner Del Portillo, seconded by Commissioner Munson, to approve the proposed budget as presented and to explore the feasibility of adding an additional day at the Golden Gate Valley branch so that it is open six days a week.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 9 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian said in commemoration of Black History Month we have an update on the African American Center, which the library is very proud of.

Stewart Shaw, African American Center Librarian, gave an update on programs and exhibits in 2007. He said he had the opportunity to work with the Museum of African Diaspora (MOAD) and the Treasure Island Homeless Development Initiative as part of the Center's outreach. He said there were 22 programs and 6 exhibits last year. He said there are many exhibits and programs including reading programs in the upcoming year.

Luis Herrera said the next item he wanted to report on was the Benefit Study of the SFPL which was done in conjunction with the Friends of the San Francisco Public Library.

Donna Bero, Friends of the Library, gave the executive summary of the study, which was done by Berk & Associates, a national research firm. She said the study was done in response to a city-wide forum on the role and relevance of the library to the community. She said the report describes and, when possible, quantifies the value which the library system provides to the San Francisco community. She said the report found that San Francisco does three things amazingly well including education, immigrant services and support for the economic health of the city. She said for every dollar that the city puts into the public library system more than three dollars worth of value comes out. She explained a graph that was prepared for the study that shows the qualitative and quantifiable benefits.

Luis Herrera, City Librarian, said the study is an amazing tool for both the local and national level to promote what the library does. He said he has been appointed to the California Council for the Humanities (CCH) and his role will be to talk about libraries in the context of CCH's role as the leading provider of humanities programming for the general public in California.

Kathy Lawhun, Chief of Main, described the Customer Satisfaction Survey, which is available on the Library's website. She explained how the survey works and the types of questions on the survey. She said they will report back to the Commission on the results. She said it will help with benchmarking as well.

Public Comment

An anonymous citizen said he was shocked that we didn't hear about the opening of the Western Addition branch. He said the highlights about the African American center were very interesting. He said he was shocked about a finished report on the benefits study. He said policies of the Friends and Foundation are that books are an outmoded technology and that the library should be a source for party rentals, fees for service, RFID, etc. He said the reason this is a public institution is that the public can express its will.

Peter Warfield said he is very concerned that there is a major study and the public does not have a copy of the executive study nor the full report. He said he requests a copy of these items and he thinks it would be appropriate to have these available to the public well in advance. He said he hasn't seen the Commission discuss the objectives and goals which were part of the study. He said the Library Satisfaction Survey in the past was based on the fill rate. He said the Commission has not discussed the current survey.

Commission Discussion

Commissioner Del Portillo asked for a copy of the full report and the executive summary of the Berk benefit study.

Commissioner Kane asked whether the Library Satisfaction Survey replaces the traditional paper survey which has been done in the past and if the questions are similar to the ones in the past.

Kathy Lawhun, Chief of Main, said that the survey will be produced in paper twice a year. She said it will also be available in Chinese, Spanish and Russian.

Commissioner Kane clarified that the Commission will still get an annual report on the results of the survey.

AGENDA ITEM NO. 10 FRIENDS OF THE LIBRARY REPORT

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Donna Bero, Friends of the Library, said the Friends wanted to commend everyone involved in the opening of the Western Addition Branch. She said the Bernal Heights closing party will be Saturday, February 9; the Ingleside groundbreaking will be on Friday, February 15, the closing party for the Eureka Valley/Harvey Milk Memorial will be on Saturday March 1 and the Noe Valley/Sally Brunn branch reopening is on Saturday March 8. She encouraged everyone to attend and said they are great community festivals. She said Friends are also working on Poets Eleven, and a series on foreign language poetry readings.

Public Comment

An anonymous citizen said there hasn't been anything about the Public Comment Fund in a while. He said from 1978 – 1992 he published a newsletter on library affairs. He said essays from his newsletter have been selected by an anthology of the best of alternative library literature four times. He said people who have read that have thought that San Francisco is so lucky to have a debate. He said they do not know that his comments are dismissed because he does not agree with the Friends.

Commission Discussion

President Gomez said that the public comment fund was started by a member of the public not by the Friends.

AGENDA ITEM NO. 11 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES JANUARY 3, 2008

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Public Comment

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An anonymous citizen said these minutes are not too bad but there are a few grammatical errors. He said on the first page he talked about the institutional memory and he said the reason he talked about that was completely left out of the minutes.

Peter Warfield said these are very good minutes but he wanted to be very clear on what he had said with regard to the Link+ fee. He said his

comments on page 2 relating to approval of the December 6 minutes were not clear that he was referring to the high fees for the Link+ program.

MOTION: by Commissioner Del Portillo, seconded by Commission Munson, to approve the minutes of January 3, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 6 APPROVAL OF THE MINUTES JANUARY 17, 2008

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Public Comment

An anonymous citizen said these minutes are much more problematic probably because there are much more controversial subjects. He said on page seven the anonymous citizen had made two significant points about the Fuhrman Fund that were not clearly noted. He said on page one the point he made about the reason why the presiding officer needs to be a continuing member and why the elected President could be a newly appointed member was not clarified.

Peter Warfield said that it is important and valuable to have good minutes so he said he would urge the Commission to consider seriously all of the public comments made at the meetings. He said on page 7 he was talking about a major discrepancy in the cost for the first floor renovation. He said the question he was asking was whether the new cost reported was accurate and if so that was a large discrepancy.

MOTION: by Commissioner Del Portillo, seconded by Commissioner Munson, to approve the minutes of January 17, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 8 NEW BUSINESS

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Commissioner Del Portillo said she would like the Commission to discuss at another meeting having a specific item on the agenda for Commissioner reports. She said she thought staff and the public would like to hear the things the different Commissioners are involved in. She also invited everyone to the opening of the new City College Mission Campus on February 20.

Public Comment

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An anonymous citizen said that Commissioner reports would be helpful and said this would be justification for a committee structure. He said it would be helpful to hear what the Commissioners are doing.

Peter Warfield said he thought the suggestion to have Commissioner reports on the agenda was a good one.

AGENDA ITEM NO. 13. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Lee, to adjourn the regular meeting of Thursday, February 7, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of February 7, 2008, of the San Francisco Public Library Commission adjourned at 7:55 pm.

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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PUBLIC LIBRARY

San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

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2/21/08

Gavin Newsom
Mayor

Lonnie K. Chin
Carlota del Portillo
Jewelle Gomez
Al Harris
Larry Kane
Mel Lee
A. Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, February 21, 2008**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

Please note that immediately preceding the meeting, from 3:30 – 4:30 pm there will be a reception for the new Library Commissioners in the Skylight Gallery, sixth floor, Main Library.

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. PEER REVIEW OF PROPOSED DESIGN FOR ANZA BRANCH LIBRARY **DISCUSSION**
(Presentation of and discussion of a peer review of proposed designs for the Anza Branch Library).
Explanatory documents: Peer reviewer bios, proposed Anza Branch design handout, Anza Branch Library Frequently Asked Questions

3. PEER REVIEW OF PROPOSED DESIGN FOR ORTEGA BRANCH LIBRARY **DISCUSSION**
(Presentation of and discussion of a peer review of proposed designs for the Ortega Branch Library).
Explanatory documents: proposed Ortega branch design, Ortega Branch Frequently Asked Questions

4. DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN LIBRARY AND DEPARTMENT OF PUBLIC WORKS REGARDING BRANCH LIBRARY IMPROVEMENT PROGRAM **DISCUSSION**
(Presentation of and discussion of Draft Memorandum of Understanding ("MOU") between the Library and Department of Public Works regarding management of the BLIP)
Explanatory document: City Librarian's Memo to the Commission dated February 15, 2008 and draft Memorandum of Understanding with attachments.

5. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: Current Budget Report and Library Commission Schedule Report

6. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 2/15/2008

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2007agendas.htm.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library Commission
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Mel Lee
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of February 21, 2008

(As approved at the regular meeting of March 20, 2008)

The San Francisco Public Library Commission held a regular meeting on Thursday, February 21, 2008, in the Koret Auditorium, Main Library.

President Gomez called the meeting to order at 4:37 pm.

Commissioners present: Chin, Del Portillo, Gomez, Harris, Kane, Lee, and Munson.

President Gomez announced that agenda item number 4, the draft Memorandum of Understanding (MOU) Between Library and Department of Public Works Regarding Branch Library Improvement Program will be trailed to a future meeting.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said continuing item number 4 was a wise position. He said when our City Librarian was selected at least three candidates were to be selected by the Library Commission and sent to the Mayor for selection. He said the Commission at that time did not follow that process.

Peter Warfield said he is a member of the Library Citizens Advisory Committee (LCAC) he said he was at yesterday's monthly meeting. He said there were presentations by Library and DPW staff. He said the draft MOU was discussed at that meeting. He said the MOU will be responding to one of the issues that came out under the City Controller's Review. He asked whether this item was going before the Library Commission as an action item and was told it is coming up for discussion. He was also told that there would be no action taken by the Commission on the item. He said he thinks the Commission needs to take action on the item.

Sue Cauthen, Chair of the LCAC, said they did hear about the MOU at their meeting. She said most of the members agree that it really does lay the groundwork for the kinds of change that will bring projects on time and within budget. She said they asked that they receive a status report in six months. She said she is pleased there is a good MOU that lays the

foundation for completing the Branch Library Improvement Program correctly.

Donna Bero, Friends of the Library, said the groundbreaking at Ingleside was wonderful. She said the Eureka Valley branch will be closing on March 1 and they will also be honoring outgoing Commissioner Steve Coulter at that event. She said the reopening of the Noe Valley branch will be on Saturday, March 8. She said the Friends have partnered with the San Francisco Botanical Garden for a new series at the Fort Mason bookstore called Green Ink and she said there will be a series of conversations and writings about Green issues. She said it will start in April and will be the second Wednesday every month.

AGENDA ITEM NO. 2 PEER REVIEW OF PROPOSED DESIGN FOR ANZA BRANCH LIBRARY

Marilyn Thompson, Bond Program Manager, said that the planning for the Anza Branch began in 2005 when 300 people completed a survey about the branch. She said two community meetings had been held. The first was in April, 2006 and the second was on February 9 this year. She said the total project budget is $6.3 million, which includes site acquisition, site work, construction, architects, engineers all of the specialized consultants, testing, surveys, reports, moving costs, permit fees as well as contingencies, basically everything except furniture and computer equipment. She said the project is in the schematic design phase, with construction expected to commence in early 2009 and project completion is expected late 2010.

Roggerio Bittencourt, Bureau of Architecture, the architect for the project, gave the presentation on the project. He said the project goals are to improve service to the community, reduce seismic risk associated with a major earthquake, meet area expansion to avoid reduction of library space, provide efficient use of library space for collections and programs, incorporate the latest information technology, improve staff areas and modernization to meet State and Federal ADA guidelines. He told about the history of the building and said it was built in 1932. He showed the existing site plan and photographs of the existing building. He explained the proposed site plan.

Brian Bannon, Chief of Branches, said there is an internal design team of staff members, who review every step of design. He gave the library's response to the design. He said with these types of historic renovations there are opportunities and challenges. He said one opportunity is to have an ADA building, however, he said the increase in square footage is mostly used up by the stairwell and elevator in the back. He said that while it is an additional 1000 sq. ft. building it is not necessarily programmable area, it is 1000 sq. ft. that will provide a fully accessible building. He said there will be a new teen area and the staff areas will be upgraded. He said the site lines in the children's area will be maximized and all of the children's materials will be on one floor. He said there will also be a program room.

Marilyn Thompson, Bond Program Manager, introduced the Peer Panel members. She said Deborah Barrow is the Director of Libraries at the Sunnyvale Public Library and has 20 years experience managing public libraries and library projects. She said Bruce Prescott, AIA, is an architect and urban designer whose 20 year career has been marked by a passion for refining projects so that a design concept is fully realized in constructed form. She said he was the principal in charge of the new Mission Bay Branch Library.

Peer Reviewer Comments

Bruce Prescott said the access to the site is the most important thing to get right. He said he agrees that the architect has found the right solution. He said the placement of the elevator and stairs in the back portion of the building is well considered. He asked whether the small addition to the staff section is truly required. He said the connection between the back of house area and circulation desk is currently blocked. He said the new entrance to the building should be enhanced in some way because he said a large number of people will be using that entrance. He said that the landscape design should be integrated into the design. He said there is an opportunity with the existing backyard. He said an important consideration is the lighting and the recreation of the 1932 fixtures and a lot of thought should be given to getting as much light as possible. He said the heating of the building needs to be addressed into the design as soon as possible.

Deborah Barrow said congratulations to San Francisco for the passing of the bond measure. She said it is a tremendous opportunity to upgrade and renovate branches. She also commended staff for asking a library professional to take part in the design review process. She said when looking at the design she looked at the user experience as well as the staff experience. She said she agreed with the comments Bruce Prescott had made about the building. She said line of site seems to be good from the service desk. She said the new ADA accessible entrance should be exciting for the public to enter and draw them into the building. She said the way the stacks are laid out and the teen section location may present some challenges for people who have arrived for the first time and are not certain where to go. She said the teen area is very well placed. She said new and remodeled libraries draw in new users so the experience may be different from what it is later. She said there should be some consideration to the balance of the number of materials and the number of seating for the public. She said the staff area is another area to consider what it will be like for the staff working there. She said there is an opportunity for landscaping outside on the lower level.

Public Comment

An anonymous citizen said he is not immune to the fact that sometimes the administration does make advancements and improvements and he said in this case there were brief bios provided on the peer reviewers. He

said the key challenge to this branch is the slope that it is on. He said none of the graphics show how challenging that is.

Ron Miguel, President, Richmond Planning Association, said he appreciates the comments of the peer reviewers and said they touched on a number of points that have been made by users of the branch. He said the public is interested in the historicity of the building and the function of the building for both the public and the staff. He said the additional 1000 sq. ft. is pretty much taken up by ADA. He said the number of seats is being reduced by around 20 and he is concerned about that. He said the design of the second access is not extremely inviting. He said the historic entrance off the street is very long and very steep.

Peter Warfield said thank you to the peer reviewers. He said he was very disappointed that the materials presented were not available in advance or to the public at the meeting. He said that it is crucial that the information be provided well in advance. He said he is shocked that the adult seating has been cut by more than one half from 49 to 24. He said the children's seating has been cut from 28 to 24. He said there is a little more linear shelving. He said he is not clear where the reference desks are. He said the charging area looks like it is obscured by books and bookcases. He said the staff room downstairs has no windows and that is a concern.

Commission Discussion

Commissioner Kane asked about the reduction in seating.

Brian Bannon, Chief of Branches, said there has been a lot of discussion about this issue by the design team and the challenge is to make this branch ADA accessible and maintain the collection at its current size and that this is a trade off. There will be less seating or less shelving so that is a decision that needs to be made.

Commissioner Kane expressed his concern about the reduction in seating especially since the branch will probably have higher attendance after it reopens. He said he would like to see more research on this. He said he hoped the ADA entrance will be inviting for everyone. He said he was concerned about the children's area and the shelving in the area.

Brian Bannon said there will be a librarian in the children's area and there will be good site lines through the area.

Commissioner Munson had questions about the structural work in the building and how it will be seismically retrofitted. He asked about other plans for the building. He said he is concerned about the reduction of seating.

Brian Bannon said this was the best option within the budget for the project.

Commissioner Chin said if the new entrance is preferable could something be done with the original entrance to add additional space to the library.

Luis Herrera, City Librarian said that one of the hallmarks of the BLIP is that we do maintain the integrity of historic buildings. He said to maintain the budget we do need to look at the seating areas vs. shelving for books.

Commissioner Lee asked about the $6.3 million budget. He also expressed concern about how the seismic upgrades will be done and asked about the heating.

Marilyn Thompson said furniture, fixtures and equipment (FF&E) will be paid for by the Friends of the Library.

Philip Sowers, Bureau of Architecture, said the testing for this project has not yet been complete but they anticipate that the seismic reinforcement will be done within the existing walls.

President Gomez said she would like to see appropriate lighting and as much natural lighting as possible.

AGENDA ITEM NO. 3 PEER REVIEW OF PROPOSED DESIGN FOR ORTEGA BRANCH LIBRARY

Marilyn Thompson, Bond Program Manager, said the Ortega Branch Library was originally budgeted as a renovation in early 2000. The Library realized that a new larger building closer to Ortega Street was needed. The Library had hoped that State funding would come through for this project but unfortunately that did not happen. In March, 2007, the Library Commission voted to change the budget schedule and scope of several projects. The Commission agreed to postpone five projects including the Ortega Branch in order to fund other active projects. At the same time the forecasted budget for Ortega was increased in order to build the new larger building. She said the Ortega branch is on Recreation and Park Department property. She said the project calls for demolishing most of the existing library building except for a portion that is attached to an existing Recreation and Park building. She said the project budget was increased from $3.4 million to a forecasted $7.9 - $8.4 million. She said this includes site acquisition, site work, construction, architects, engineers all of the specialized consultants, testing, surveys, reports, moving costs, permit fees as well as contingencies, basically everything except furniture and computer equipment. The project is in the schematic design phase with construction scheduled to begin in late 2008 and project completion in 2010. She said a community needs assessment was conducted that included interviews with community stakeholders. She said three community meetings have been held in September, 2003; October, 2003; and January, 2008.

Youcef Bouhamam, Architect, Bureau of Architecture, said the project goals are to improve service to the community, provide greater visibility and presence in the neighborhood, incorporate the latest information technology, provide better work areas for staff, complete ADA accessibility, provide a seismically safe building, maximize energy efficiency, provide a green roof over a large portion of the building and to obtain LEED Silver certification. He explained the existing site analysis; the design concept; the Living/Green Roof; and axonometric, aerial, exterior and internal views.

Brian Bannon, Chief of Branches, gave the staff's comments to the design. He explained the staff process in looking at the design of the building and said one of the key stakeholders in the process is Recreation and Park Department because they own the property and the Library is working closely with them on the design of the building. He said the building has a lot of glass and it allows for much better site lines in the building. He said the teen area has a distinct space. He said the story times have 100-200 children participants, so a community meeting space is important. He said there will be an expandable wall in the building to help meet this need. He said the staff work area is significant. He said acoustics are an important element because the branch is so busy and so well used. He said there will be a laptop lab and that there will be additional technology for this branch. He said they are looking at flexible opportunities for security and growth of the building.

Commissioners Del Portillo and Kane left the meeting at 6:08 pm.

Peer Reviewer Comments

Deborah Barrow said this is a very exciting opportunity. She said it accommodates an area for teens and said the location of the room is perfect. She said the green building is great. She said the existing library is very difficult to find and the new site will address this issue in a different way. She said it would be great to have some separation from the library and the school. She said creative attractive signage would be helpful for this site. She said capitalizing on the view to the ocean would be great. She said landscaping will help soften the building. She said angled shelving might be fun especially with the windows. She said the children's area has a nice approach. She said she has witnessed a story time at the building and it is very busy, so you should prepare for the strollers. She said security is an issue with the building. She said art work is very important and high impact art would help to soften the building.

Bruce Prescott said angling the shelving would be worth looking into because of the view from the windows. He said given the constraint of the retaining wall, moving the building up as far as possible would be important. He said looking at the approach from 39th Street would help with some of the entrance ambiguity that exists. He said the signage should face Ortega Street. He said one of the strong elements of the design is the north facing large glass wall. He said the visual divide could

be more distinct in separating the areas. He said the fencing along the south side creates a zone that is in between. He said he would eliminate a portion of the fencing. He said he liked having the living roof visible. He said the entry area into the program room could be worked out a little better. He said the mechanical systems should be verified before going further with the design.

Marilyn Thompson thanked the peer review members for their comments.

Commissioner Lee left the meeting at 6:24 pm.

Public Comment

An anonymous citizen said in the past there have been as many as three architects on the peer panel and it would be helpful to have more than one. He said the materials provided don't really give a sense of what is happening with this branch. He said it is clear that this does not work for several reasons. He said there are many security challenges and not having more access and visibility to Ortega Street is also a problem. He said this is a new building that is 2/3 larger than the previous building and that the increase in shelving space is less than 1%.

Twila Parker brought a 4-year old child with her to the podium and asked the Commission to imagine 200 children at a story time. She said there is not enough space for programming. She said the branch as planned is just too small. She said it would be better to have a lower and upper level. She said in the afternoon there are hundreds of teenagers in the area and in the library.

Peter Warfield said it is unfortunate that the material presented today is not available to the public. He said the axonometric view that was distributed in the back of the room is different from the one presented. He said there is a considerable increase in floor space and there is less than 1% increase in shelving. He said the public seating has been increased by approximately 18%, but the adults are losing 1/3 of their seats and that is troubling. He wonders why more of the wall space is not being used for shelving. He is concerned about the location of the reference desk right next to the circulation desk.

Melissa Riley, a Librarian at the West Portal branch, speaking for herself, said she has worked in every branch. She said this branch is the busiest branch after school. She said she would like to see if there is a way that there could be more table space and work space for the teenagers after school. She said being able to see the view of the ocean from the branch will be marvelous. She said it would be great for patrons to be able to see the green roof. She liked the idea of angling the shelves and she would like to see the reference desk separated from the circulation desk.

Katy Tang, Supervisor Chu's office, said the Supervisor is very excited to have a community room. She said that the loading trucks will not block the entrance or interfere with people entering the building. She said the

views from the street are also important. She said the area is shared by a lot of students and other patrons and they wanted to make sure that there is a space for kids to actually be around.

Toni Bernardi, Chief of Children and Youth Services, said her staff has been involved in looking at the plans for the branch. She said a bigger branch is fantastic and she said she is extremely pleased with the layout of this branch. She said the placement of the program room is exciting. She said it could also be used for after hours study space.

Commission Discussion

Commissioner Munson said he has trouble visualizing the area and said there is an overall consideration of how Park and Recreation is using the entire site. He said he has concerns over security and visibility. He also asked about the possibility of having the building two stories. He asked about access to the green roof.

Brian Bannon, Chief of Branches, said there have been a lot of conversations about this and one of the challenges is that this is park land and a lot of functions are in this area. He said moving the building closer to the street will help to maximize site lines from the street to the building. He said there is a considerable construction cost increase when there are two floors and additional costs for staffing. He also said they would look into access to the green roof.

Commissioner Chin said this has a lot of open space around it. She said it would be nice if they could use the entire footprint. She said she likes the idea of moving the building closer to the street. She asked about the LEED Silver designation.

Youcef Bouhamam, the architect explained that LEED stands for Leadership in Energy and Environmental Design and there are different levels of standards for LEED certification. He also said the green roof will be native plants.

Commissioner Harris said he liked that they are moving the building closer to the street and that it will be seismically safe.

President Gomez said the lack in increase in books may be partly because of the number of windows.

Deborah Barrow, Peer Reviewer, said that many libraries are balancing the collection size because there is electronic access. She said libraries are considered to be a "place to be" and seating areas are very important.

Commissioner Munson said he would like to insure that there is room for the expansion of materials and flexibility is important.

AGENDA ITEM NO. 5 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports for this meeting. In order to make the report more understandable, which was recommended by the Controller's Audit, she has expanded the active project reports to include a project by project assessment of activities, schedules and budgets including where applicable construction and outreach activities. She explained the current approved budget and said a copy was available at the back of the room. She said every change to the baseline budget is included and the last budget was approved on November 15, 2007. She said the schedule report is a summary level report that is broken down by project in alphabetical order and it is also available at the back of the room. She said the last time a schedule change was approved was March, 2007. She said each project has the original schedule, the last approved schedule and the forecasted schedule. She gave the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs of West Portal, Western Addition, Noe Valley, Richmond, Portola, the groundbreaking at Ingleside, the Bernal Heights closing party. She said Eureka Valley will be closing on March 1 and the Noe Valley Opening Celebration will be March 8. She said other active projects are Potrero, Parkside, Visitacion Valley, Anza, Ortega, Merced, Bayview, North Beach, Park, and Golden Gate Valley.

Public Comment

An anonymous citizen said there is continuing improvement in the Bond Manager's Report in some areas and some fallback in other areas. He said the information distributed to the public with six slides is very difficult to read. He said the Schedule Reports are much improved. He said there are 18 active projects and all but two of them have a difference between the approved schedule and the forecasted schedule. He said this should be of some concern to the Commission.

Melissa Riley asked about the selection of the LEED certification for the projects. She said sometimes you end up with a more ecological or green building if you don't have a LEED certification depending on the site and the building.

Peter Warfield said he said that he agreed that there are some improvements in the Bond Manager's Report but that there are also some mysteries. He said the handouts are very difficult to read. He said it would be helpful to have those larger. He asked about the new red line on the schedule report. He said a number of the branches have been determined to be LEED silver certified. He said he does not recall the Commission discussing this process and he thought it would be appropriate for the Commission to discuss the LEED certification and the budget impacts as well.

Commission Discussion

Marilyn Thompson explained that the red line on the schedule report was added when the Summary Schedule was revised last October and she explained at that time that the red line shows approximately today's date.

AGENDA ITEM NO. 6. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Chin, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, February 21, 2008

ACTION: AYES: 4-0 (Chin, Gomez, Harris, and Munson).

The regular meeting of February 21, 2008, of the San Francisco Public Library Commission adjourned at 7:32 p.m.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
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3/6/08

NOTICE OF MEETING

NOTE ALTERNATIVE MEETING LOCATION

Gavin Newsom
Mayor

Jewelle Gomez
President
A. Lee Munson
Vice-President

Lonnie K. Chin
Carlota del Portillo
Al Harris
Larry Kane
Mel Lee
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, March 6, 2008**
TIME: **4:30 PM**
PLACE: **GLEN PARK BRANCH LIBRARY**
2825 Diamond Street, San Francisco 94131

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of February 7, 2008.
Explanatory document: draft minutes.

3. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements). The City Librarian will give updates on the following topics: Eureka Valley Branch closing; Noe Valley Branch opening; services and programs at the Glen Park Branch; Memorandum of Understanding (MOU) between Library and Department of Public Works; Green Libraries Initiative; and highlights on exhibitions and programs.
Explanatory documents: City Librarian's Memo to the Commission dated February 29, 2008 regarding MOU; Green Libraries Initiatives PowerPoint presentation.

4. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

5. LINK + AND INTERLIBRARY LOAN PROGRAMS **DISCUSSION**
(Presentation and discussion of the Library's Link+ and Interlibrary Loan Programs)
Explanatory documents: Interlibrary Loan Programs PowerPoint presentation

6. COLLECTION DEVELOPMENT PLAN AND PROPOSED POLICY **DISCUSSION**

(Presentation and discussion of Collection Development Plan and proposed policy)

Explanatory documents: Collection Development Plan and proposed Policy.

7. LABOR UNION REPORT **DISCUSSION**

(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. ADJOURNMENT (requires motion and public comment) **ACTION**

Sue Blackman, Library Commission Secretary, 3/3/08

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2008agendas.htm. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

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Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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San Francisco Public Library Commission
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SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of March 6, 2008

Gavin Newsom
Mayor

Charles A. Higueras, v.f.a.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

The San Francisco Public Library Commission held a regular meeting on Thursday, March 6, 2008, at the Glen Park Branch Library.

The meeting was called to order at 4:39 pm.

Commissioners present: Chin, Del Portillo, Gomez, Harris, and Kane

Commissioner Munson entered the meeting at 5:10 pm.

Excused: Commissioner Lee

President Gomez changed the order of the agenda requesting that Item No. 6 Collection Development Plan and Proposed Policy be heard prior to Item No. 5 Link+ Interlibrary Loan Programs.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said he has been referring to the intellectual model of the Commission system which is that the Commission is supposed to be interested in the truth and interested in those that bring it to you. He said it was reported that San Francisco was the seventh most literate city in the U.S., but he said the library system was a drag on that rating. He said public officials need to hear the truth so that I and other people can tell it to you.

Peter Warfield said the annual training that the City Attorney provides to Commissioners was held earlier this week and he was glad to see some people he knew. He said it was a worthwhile presentation and was pleased to note that the City Attorney's rule was to disclose information and it is the unusual case where you do not. He said the Sunshine Task Force has heard a number of complaints about the Library and found a number of violations in the past. He said he hopes the Library in the future will have a better record on that. He said the Bay Guardian has nominated what they call the Sunshine Posse for an award by the Society of Professional Journalists and he said he is glad to say he is a part of the Sunshine Posse.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF FEBRUARY 7, 2008

Public Comment

An anonymous citizen gave a few examples of problems with these minutes. He said the public comment on page 2 describes some of the comments he made but that the point he was trying to make was completely left out of the description. He said on the Item honoring former Library Commissioners the former Commissioners were listed as speaking under Public Comment when they were actually not timed as public comment.

Peter Warfield said that he hopes the members of the Commission will consider the opportunity to do some good on many matters but with the minutes in particular. He said the minutes are the Library Commission's record of what has happened. He said they are your document and you can change them, correct them or augment them. In addition, to being your history they should also be beneficial to yourselves. Unfortunately at times the minutes have reported inaccurately or vaguely. He said he would like to see more detail under public comment.

Commission Discussion

Commissioner Chin said that the minutes need to reflect accurately the actions of the Commission. She said the Commission needs to be looking forward.

Commissioner Del Portillo said that in order to avoid leaving out things and to please the general public and Commissioners we have two options. She said one option would be to do verbatim minutes from the tape or the second option would be to have the tapes available for anyone to view. She said it is unreasonable to expect to have the minutes meet everyone's expectations.

Sue Blackman, Commission Secretary, said that copies of the DVDs and tapes are available to the public and are the official record of the meetings. She said the minutes are supposed to be summaries of what was said at the meeting.

President Gomez said that this has been an ongoing discussion by the Commission for a long time.

Commissioner Del Portillo said that some sort of decision needs to be made on this issue.

MOTION: by Commissioner Chin, seconded by Commissioner Del Portillo, to approve the minutes of February 7, 2008.

AYES: 5-0 (Chin, Del Portillo, Gomez, Harris, and Kane)

AGENDA ITEM NO. 3 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, welcomed the Commission to Glen Park. He said the closing of the Eureka Valley/Harvey Milk Branch Library was held the past weekend and that former Commissioner Steve Coulter was also honored at that event. He thanked the Friends of the Library for putting on the event. He said that branch closing represents the fifth branch library that is under construction. He said when a branch is closed there are temporary services available for the area and there is a brochure explaining those services. He said he wanted to invite everyone to the opening of the Noe Valley branch on March 8. He said it is a Carnegie Library and is absolutely stunning.

Brian Bannon, Chief of Branches, said that Denise Sanderson, Branch Manager Glen Park was very instrumental in the transition to this new site and he thanked her for her help in getting the new branch open. He said the former branch was there for about 30 years and it was the smallest branch in the system at about 1400 – 1500 sq. ft. The new branch is six times the size of the old one. He said it is a library the neighborhood deserves. He said the collection was increased from 20,000 to 36,000. He said the neighborhood is full of families.

Denise Sanderson, Glen Park Branch Manager, said she is incredibly proud of this library. She said circulation last year in the old branch was 9,160 and last month it was 17,788. She said they had 125 patron visits per day last year and it currently is approximately 450. She said last February card registration was 45 and this year it was 136. She said programming has drastically changed, increased and improved. She said additionally there is a new Glen Park Branch blog.

Commissioner Munson entered the meeting.

Luis Herrera, City Librarian said that the Library and Department of Public Works are continuing to work and make revisions on the Memorandum of Understanding (MOU). He said the control reports in the document are being implemented.

Jill Bourne, Deputy City Librarian, said some of the reports detailed in the MOU that are currently being used include the detailed project schedules, and the cost control documents.

Luis Herrera, City Librarian, said that once the next draft is complete it will be brought back to the Commission for review.

Jill Bourne, Deputy City Librarian, gave a presentation on the Green Libraries Initiative. She gave some background and explained the Library's partnership with the Department of the Environment. She explained how the Green Libraries Initiative relates to our facilities and said there would be branch report cards and sustainable maintenance

practices. She said there is a new Green Branch Bookmobile, a plug-in hybrid vehicle and most of the vehicles run on biodiesel and CNG engines. She said there are also efforts being made in the Library's collections and programs.

Public Comment

An anonymous citizen said he notes that there was not a Deputy City Attorney present and if she had been there he was sure that she would have told the Commission that it was not appropriate to have a discussion of the minutes' policy during discussion of the adoption of the minutes. He said the Glen Park branch is a beautiful branch. He said the Green Libraries Initiative presentation was very interesting but he hopes that the library will continue to show all sides of the subject.

Peter Warfield said he is glad that the green initiatives are being discussed and that he hopes the Commission will ask what the rating for the Excelsior branch is for its green features. He said as a matter of policy it seems that a policy decision has been made on the certification level that the branch libraries will meet but it has not been discussed at the Commission. He said the Commission should discuss what the level of certifications are and the costs involved. He said the MOU with DPW and the Library should come back to the Commission as an action item.

Norah Dowley, member of the Council of Neighborhood Libraries representing the Glen Park branch said she had been active on the Capital Campaign Committee. She said the neighbors in the area had requested a plaque be placed downstairs honoring the family who had built the building and rented it to the library under market rate She said she hoped that plaque would still be done. She was glad the Commission had come to visit the branch and said she hoped they would come back.

Commission Discussion

Commissioner Del Portillo said Glen Park was her neighborhood and that she worked on the Capital Campaign for the Glen Park branch and she said it was the first time she had seen the neighborhood come together with such a tremendous sense of pride.

Commissioner Chin said the library is about people who love to read, love books and love learning and it is a place for people to come to enjoy being part of a community. She said we do need to have organizations such as the Friends of the Library to help us have these great libraries.

Commissioner Kane thanked staff for arranging for the meeting at the branch and acknowledged that it is a lot of work to set up. He said he does think it is important to visit the various branches as much as possible.

Commissioner Chin left the meeting at 5:35 pm.

Commissioner Del Portillo said that the new Mission College campus is a green building and that she understands that LEED certification buildings have a cost involved.

Jill Bourne, Deputy City Attorney, said that there is a cost involved in LEED certification and the library is looking at ways to have the buildings as green as possible and meet the LEED Silver certification whenever possible.

4. FRIENDS OF THE LIBRARY REPORT

Donna Bero, Friends of the Library, said the debate and the court hearing on same sex marriage this week was very interesting and it was great to see a line around the Main Library with people waiting to get in to view the proceedings in the Koret. She said it reminded her of the importance of the library in supporting privacy, freedom, and individual rights. She said Friends is thrilled that the library is being so forward thinking with the green libraries initiatives and the Friends would like to offer any support they can give in this regard. She said the furnishings which are purchased by the Friends for the branches provide a model of sustainability and are as green as possible. She encouraged everyone to attend the reopening of the Noe Valley branch on Saturday. She wanted to remind people that this year's Laureates Dinner will be on April 18 in the Main Library and the theme this year is Noir in the City.

Public Comment

An anonymous citizen said there was no mention of the public comment fund. He said truth and decency don't matter in the face of money. He said money has had a deleterious effect at every level.

AGENDA ITEM NO. 6 COLLECTION DEVELOPMENT PLAN AND PROPOSED POLICY

Luis Herrera, City Librarian, said this is a first for the Library and the plan truly represents the effort of quite a few individuals who have worked on this over the last years. He said the plan will be discussed at this meeting and that there is a policy attached to the plan that the Commission will be asked to take action on at a future meeting.

Marcia Schneider, Chief of Communications, Collections and Adult Services, said the development of this plan has included many people over the last couple of years. She said this was an effort in development across all divisions of the library. She said this is the first time a Collection Development Plan has been before the Commission and the first time it can be found on the Library's website. She showed the web based version and explained that there are over 400 links to other documents. She said the Plan includes descriptions of all of the collections in the Main Library, the branches, children's collections, teen collections and electronic resources collections and gave highlights of the Plan. She said collection maintenance and evaluation information is also

on the site. She said there is also a draft policy statement and she doesn't believe one has ever been brought to the Library Commission before. She said the proposed policy includes a reaffirmation of the Commission's support of the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement. She said the policy will be brought back at a future meeting for further discussion and possible action.

Luis Herrera, City Librarian, said that the Library serves a very diverse community and that is why this tool is so necessary and is a framework for oversight on how we spend the budget for the collection.

Public Comment

An anonymous citizen said he is gratified that this policy will come back to the Commission for action. He said he would have liked to have heard how this plan compares with the existing Collection Development Plan. He said when you look at the list of collections there is no priority level listed. He will look at the previous plan and see how it compares with this one.

Peter Warfield said this looks like it takes a great deal of effort. He said he wishes the PowerPoint presentation was available in advance of the meeting because this is a considerable amount of information. He said he has a number of concerns. He asked about the collection levels that are being applied to the various collections. He asked how this compares to the previous collection development plan. He said there is no reference to a financial barrier to access and he referred to Policy 61 of the American Library Association (ALA) which relates to service to poor people.

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Commission Discussion

Commissioner Kane thanked staff for all their work on this. He asked how the priorities of the collection are determined.

Marcia Schneider, Chief of Communications, Collections and Adult Services said that priorities are set by looking at usage, demographics and need and it is a priority to look at supporting children and teens.

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Luis Herrera said staff is grappling with that as well and staff is continuing to look at that.

President Gomez said she wondered about the process for reconsidering items that are in the collection.

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AGENDA ITEM NO. 5 LINK+ AND INTERLIBRARY LOAN PROGRAMS

Kathy Lawhun, Chief of Main, said the Interlibrary Loan (ILL) Program is located in the Main Library in the Information Services Department. She said there were a core five people staffing this and they deal with between 30,000 – 50,000 requests a year.

Michael Hudson, Information Services and ILL Librarian, said this is a resource program for our patrons and the types of material available are books, photocopies of articles, microfilm of newspapers and academic dissertations. He said the policies for the Ill are set by the Interlibrary Loan Committee and part of the American Library Association. He said there are two systems in place: Link+ and Interlibrary Loan. He explained both programs and the differences between the two. He said the resources available through SFPL includes 2+ million books, Interlibrary Loan includes 7,500 libraries and 72+ million books and Link+ has 50 libraries and 23+million books. He said 27,553 Link+ books have

been loaned to date since February, 2007. He said there have been many positive comments regarding Link+.

Vivian Pisano, Chief of Information Technology, highlighted some additional differences between Link+ and ILL such as arrival speed, loan period, overdue fines, etc.

Kathy Lawhun, Chief of Main, said the access to many research and special libraries and genealogy societies expands the breadth and width of collections for our patrons.

Public Comment

An anonymous citizen said he is wondering what the librarians in the audience are thinking knowing that much of what has been said is not true. He said his understanding about the Interlibrary Loan is that it is a multi-level system that was designed at the state level. He said it is up to the statewide library community to make sure that the system is responsive and effective. He said the idea that Interlibrary Loan is going to solve all your problems is very controversial.

Peter Warfield said many years ago when he first used Interlibrary Loan, it was a kind of magic when the book arrived a few weeks later. He said Interlibrary Loan has been a tremendous boon to him as a patron. He said he is very concerned with some of the material in respect to Link+. He said Link+ is grossly inferior in its comprehensiveness and in its scope to the traditional Interlibrary Loan collection. He said Link+ does have positive aspects but he is concerned that speed, convenience and automation are trumping comprehensiveness and depth in the search for materials.

Melissa Riley, said as a librarian that she urged the Commission to try to find a book at the library and then to see a librarian and go through Link+ or Interlibrary Loan and see how works for yourself. She said it is not a rivalry between the two systems.

Commission Discussion

Commissioner Kane said that the real issue is the fees and fines. He asked if the fine under Link+ for lost or damaged material is up to $115 or replacement of the book.

Kathy Lawhun, Chief of Main, said yes and that has been changed from the beginning when Link+ first started. The consortium has since changed it from a flat fee to negotiated or replacement. She said there have been four books lost in the system to date and three of them were negotiated down and staff is still negotiating the fourth.

Jill Bourne, Deputy City Librarian, said staff will be back to the Commission with a full discussion of fines and fees at a later date.

AGENDA ITEM NO. 7. LABOR UNION REPORT

Melissa Riley said there is no labor union report other than to thank the Commissioners for their great efforts and the union appreciates the enormous amount of time and effort put into the task.

Peter Warfield said the policy has changed on the Link+ policy.

AGENDA ITEM NO. 8. ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioner Harris to adjourn the regular meeting of Thursday, March 6, 2008.

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Harris to adjourn the regular meeting of Thursday, March 6, 2008.

AYES: 5-0 (Del Portillo, Gomez, Harris, Kane, and Munson).

The regular meeting of March 6, 2008, of the San Francisco Public Library Commission adjourned at 6:55 pm.

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

GOVERNMENT
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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

(As approved at the regular meeting of April 3, 2008)

Minutes of the Regular Meeting of March 6, 2008

The San Francisco Public Library Commission held a regular meeting on Thursday, March 6, 2008, at the Glen Park Branch Library.

The meeting was called to order at 4:39 pm.

Commissioners present: Chin, Del Portillo, Gomez, Harris, and Kane

Commissioner Munson entered the meeting at 5:10 pm.

Excused: Commissioner Lee
President Gomez changed the order of the agenda requesting that Item No. 6 Collection Development Plan and Proposed Policy be heard prior to Item No. 5 Link+ Interlibrary Loan Programs.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said he has been referring to the intellectual model of the Commission system which is that the Commission is supposed to be interested in the truth and interested in those that bring it to you. He said it was reported that San Francisco was the seventh most literate city in the U.S., but he said the library system was a drag on that rating. He said public officials need to hear the truth so that I and other people can tell it to you.

Peter Warfield said the annual training that the City Attorney provides to Commissioners was held earlier this week and he was glad to see some people he knew. He said it was a worthwhile presentation and was pleased to note that the City Attorney's rule was to disclose information and it is the unusual case where you do not. He said the Sunshine Task Force has heard a number of complaints about the Library and found a number of violations in the past. He said he hopes the Library in the future will have a better record on that. He said the Bay Guardian has nominated what they call the Sunshine Posse for an award by the Society of Professional Journalists and he said he is glad to say he is a part of the Sunshine Posse.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF FEBRUARY 7, 2008

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Public Comment

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An anonymous citizen gave a few examples of problems with these minutes. He said the public comment on page 2 describes some of the comments he made but that the point he was trying to make was completely left out of the description. He said on the Item honoring former Library Commissioners the former Commissioners were listed as speaking under Public Comment when they were actually not timed as public comment.

Peter Warfield said that he hopes the members of the Commission will consider the opportunity to do some good on many matters but with the minutes in particular. He said the minutes are the Library Commission's record of what has happened. He said they are your document and you can change them, correct them or augment them. In addition, to being your history they should also be beneficial to yourselves. Unfortunately at times the minutes have reported inaccurately or vaguely. He said he would like to see more detail under public comment.

Commission Discussion

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Commissioner Chin said that the minutes need to reflect accurately the actions of the Commission. She said the Commission needs to be looking forward.

Commissioner Del Portillo said that in order to avoid leaving out things and to please the general public and Commissioners we have two options. She said one option would be to do verbatim minutes from the tape or the second option would be to have the tapes available for anyone to view. She said it is unreasonable to expect to have the minutes meet everyone's expectations.

Sue Blackman, Commission Secretary, said that copies of the DVDs and tapes are available to the public and are the official record of the meetings. She said the minutes are supposed to be summaries of what was said at the meeting.

President Gomez said that this has been an ongoing discussion by the Commission for a long time.

Commissioner Del Portillo said that some sort of decision needs to be made on this issue.

MOTION: by Commissioner Chin, seconded by Commissioner Del Portillo, to approve the minutes of February 7, 2008.

AYES: 5-0 (Chin, Del Portillo, Gomez, Harris, and Kane)

AGENDA ITEM NO. 3 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, welcomed the Commission to Glen Park. He said the closing of the Eureka Valley/Harvey Milk Branch Library was held the past weekend and that former Commissioner Steve Coulter was also honored at that event. He thanked the Friends of the Library for putting on the event. He said that branch closing represents the fifth branch library that is under construction. He said when a branch is closed there are temporary services available for the area and there is a brochure explaining those services. He said he wanted to invite everyone to the opening of the Noe Valley branch on March 8. He said it is a Carnegie Library and is absolutely stunning.

Brian Bannon, Chief of Branches, said that Denise Sanderson, Branch Manager Glen Park was very instrumental in the transition to this new site and he thanked her for her help in getting the new branch open. He said the former branch was there for about 30 years and it was the smallest branch in the system at about 1400 – 1500 sq. ft. The new branch is six times the size of the old one. He said it is a library the neighborhood deserves. He said the collection was increased from 20,000 to 36,000. He said the neighborhood is full of families.

Denise Sanderson, Glen Park Branch Manager, said she is incredibly proud of this library. She said circulation last year in the old branch was 9,160 and last month it was 17,788. She said they had 125 patron visits per day last year and it currently is approximately 450. She said last February card registration was 45 and this year it was 136. She said programming has drastically changed, increased and improved. She said additionally there is a new Glen Park Branch blog.

Commissioner Munson entered the meeting.

Luis Herrera, City Librarian said that the Library and Department of Public Works are continuing to work and make revisions on the Memorandum of Understanding (MOU). He said the control reports in the document are being implemented.

Jill Bourne, Deputy City Librarian, said some of the reports detailed in the MOU that are currently being used include the detailed project schedules, and the cost control documents.

Luis Herrera, City Librarian, said that once the next draft is complete it will be brought back to the Commission for review.

Jill Bourne, Deputy City Librarian, gave a presentation on the Green Libraries Initiative. She gave some background and explained the Library's partnership with the Department of the Environment. She explained how the Green Libraries Initiative relates to our facilities and said there would be branch report cards and sustainable maintenance practices. She said there is a new Green Branch Bookmobile, a plug-in hybrid vehicle and most of the vehicles run on biodiesel and CNG engines. She said there are also efforts being made in the Library's collections and programs.

Public Comment

An anonymous citizen said he notes that there was not a Deputy City Attorney present and if she had been there he was sure that she would have told the Commission that it was not appropriate to have a discussion of the minutes' policy during discussion of the adoption of the minutes. He said the Glen Park branch is a beautiful branch. He said the Green Libraries Initiative presentation was very interesting but he hopes that the library will continue to show all sides of the subject.

Peter Warfield said he is glad that the green initiatives are being discussed and that he hopes the Commission will ask what the rating for the Excelsior branch is for its green features. He said as a matter of policy it seems that a policy decision has been made on the certification level that the branch libraries will meet but it has not been discussed at the Commission. He said the Commission should discuss what the level of certifications are and the costs involved. He said the MOU with DPW and the Library should come back to the Commission as an action item.

Norah Dowley, member of the Council of Neighborhood Libraries representing the Glen Park branch said she had been active on the Capital Campaign Committee. She said the neighbors in the area had requested a plaque be placed downstairs honoring the family who had built the building and rented it to the library under market rate She said she hoped that plaque would still be done. She was glad the Commission had come to visit the branch and said she hoped they would come back.

Commission Discussion

Commissioner Del Portillo said Glen Park was her neighborhood and that she worked on the Capital Campaign for the Glen Park branch and she said it was the first time she had seen the neighborhood come together with such a tremendous sense of pride.

Commissioner Chin said the library is about people who love to read, love books and love learning and it is a place for people to come to enjoy being part of a community. She said we do need to have organizations such as the Friends of the Library to help us have these great libraries.

Commissioner Kane thanked staff for arranging for the meeting at the branch and acknowledged that it is a lot of work to set up. He said he does think it is important to visit the various branches as much as possible.

Commissioner Chin left the meeting at 5:35 pm.

Commissioner Del Portillo said that the new Mission College campus is a green building and that she understands that LEED certification buildings have a cost involved.

Jill Bourne, Deputy City Attorney, said that there is a cost involved in LEED certification and the library is looking at ways to have the buildings as green as possible and meet the LEED Silver certification whenever possible.

4. FRIENDS OF THE LIBRARY REPORT

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Donna Bero, Friends of the Library, said the debate and the court hearing on same sex marriage this week was very interesting and it was great to see a line around the Main Library with people waiting to get in to view the proceedings in the Koret. She said it reminded her of the importance of the library in supporting privacy, freedom, and individual rights. She said Friends is thrilled that the library is being so forward thinking with the green libraries initiatives and the Friends would like to offer any support they can give in this regard. She said the furnishings which are purchased by the Friends for the branches provide a model of sustainability and are as green as possible. She encouraged everyone to attend the reopening of the Noe Valley branch on Saturday. She wanted to remind people that this year's Laureates Dinner will be on April 18 in the Main Library and the theme this year is Noir in the City.

Public Comment

An anonymous citizen said there was no mention of the public comment fund. He said truth and decency don't matter in the face of money. He said money has had a deleterious effect at every level.

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AGENDA ITEM NO. 6 COLLECTION DEVELOPMENT PLAN AND PROPOSED POLICY

Luis Herrera, City Librarian, said this is a first for the Library and the plan truly represents the effort of quite a few individuals who have worked on this

over the last years. He said the plan will be discussed at this meeting and that there is a policy attached to the plan that the Commission will be asked to take action on at a future meeting.

Marcia Schneider, Chief of Communications, Collections and Adult Services, said the development of this plan has included many people over the last couple of years. She said this was an effort in development across all divisions of the library. She said this is the first time a Collection Development Plan has been before the Commission and the first time it can be found on the Library's website. She showed the web based version and explained that there are over 400 links to other documents. She said the Plan includes descriptions of all of the collections in the Main Library, the branches, children's collections, teen collections and electronic resources collections and gave highlights of the Plan. She said collection maintenance and evaluation information is also on the site. She said there is also a draft policy statement and she doesn't believe one has ever been brought to the Library Commission before. She said the proposed policy includes a reaffirmation of the Commission's support of the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement. She said the policy will be brought back at a future meeting for further discussion and possible action.

Luis Herrera, City Librarian, said that the Library serves a very diverse community and that is why this tool is so necessary and is a framework for oversight on how we spend the budget for the collection.

Public Comment

An anonymous citizen said he is gratified that this policy will come back to the Commission for action. He said he would have liked to have heard how this plan compares with the existing Collection Development Plan. He said when you look at the list of collections there is no priority level listed. He will look at the previous plan and see how it compares with this one.

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AGENDA ITEM NO. 8. ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioner Harris to adjourn the regular meeting of Thursday, March 6, 2008.

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Harris to adjourn the regular meeting of Thursday, March 6, 2008.

AYES: 5-0 (Del Portillo, Gomez, Harris, Kane, and Munson).

The regular meeting of March 6, 2008, of the San Francisco Public Library Commission adjourned at 6:55 pm.

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

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SAN FRANCISCO PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, March 20, 2008**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES FEBRUARY 21, 2008 **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of February 21, 2008.
Explanatory document: minutes.

3. PEER REVIEW OF PROPOSED DESIGN FOR MERCED BRANCH LIBRARY **DISCUSSION**
(Presentation of and discussion of a peer review of proposed designs for the Merced Branch Library).
Explanatory documents: Peer reviewer bios, proposed Merced Branch design handout, Merced Branch Library Frequently Asked Questions

4. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: Current Budget Report and Library Commission Schedule Report

5. BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) BUDGET TRANSFERS **ACTION**
(Presentation discussion and possible action to approve allocation of additional revenues to the BLIP program.)
Explanatory documents: Memorandum from City Librarian re: BLIP Budget Transfers.

6. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 3/14//2008

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library Commission
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of March 20, 2008

Gavin Newsom
Mayor

Jewelle Gomez
President
A. Lee Munson
Vice-President

Lonnie K. Chin
Carlota del Portillo
Al Harris
Larry Kane
Mel Lee
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

The San Francisco Public Library Commission held a regular meeting on Thursday, March 20, 2008, in the Koret Auditorium, Main Library.

President Gomez called the meeting to order at 4:37 pm.

Commissioners present: Chin, Gomez, Harris, Lee, and Munson.

Commissioner Kane arrived at 4:39 pm.

Commissioner Del Portillo was excused.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said at the last meeting Commissioner Del Portillo introduced the subject of the minutes during the approval of the minutes. He said that opens many crucial issues. He said not only is it a requirement under the Sunshine Ordinance that citizens' comments be summarized in the minutes but the law says that if the citizen provides the summary, the summary will be included in the minutes. He said there is a history with the Library Commission that they do not recognize the importance of public comments.

Peter Warfield said a group he is in involved with received an award from the Society for Professional Journalists and he said it was nice to be in a place where people appreciate what you do. He said he agrees with the previous speaker regarding the minutes. He said he has had problems with having summaries placed in the minutes as well. He said there is still an issue with the Library's response regarding the $115 fee for lost books under Link+

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF FEBRUARY 21, 2008

Public Comment

An anonymous citizen said his comments on page 1 under public comment were misrepresented. He said his point was that the Charter Requirement says at least three candidates should have been sent to the

Mayor for selection of the City Librarian and that did not mean one or two which the Commission determined it meant. He also said the word "sight" lines had been misspelled on pages 4 and 6.

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MOTION: by Commissioner Lee, seconded by Commissioner Munson, to approve the minutes of February 21, 2008.

AYES: 6-0 (Chin, Gomez, Harris, Lee, Kane, Munson)

AGENDA ITEM NO. 3 PEER REVIEW OF PROPOSED DESIGN FOR MERCED BRANCH LIBRARY

Marilyn Thompson, Bond Program Manager, said that design began for the Merced branch in mid-2006. She said three community meetings have been held. The first was in May, 2006 and the most recent one was on February 26, 2008. She said the Library Commission placed this project on hold last March and transferred all but $50,000 of the budget to other branch projects with the intent to restart design this year with new funding which has occurred. The forecast project budget is estimated to cost between $4.4 and $4.7 million dollars which includes all hard and soft costs according to the 2006 design at between a 5% and 8% escalation and that assumes start of construction early next year. She said this budget and schedule are under evaluation at this time. The project as presented tonight is estimated to meet the budget before LEED certification is applied. Bid alternates are being incorporated into the design. The project is forecast to go to bid this fall and go to construction early next year with an opening in fall of 2010.

Paul De Freitas, architect from the Bureau of Architecture, gave a presentation on the Merced Branch Library. He said the existing branch serves the Lakeview community and that it gets a large and diverse group of patrons. He said the building was built in 1957 and the original design turns its back on 19th Avenue and faces the residential community. He explained some of the deficiencies in the existing floor plan. He said the design goals are to improve service to the community, incorporate the latest information technology, have better work areas for staff, provide for complete ADA accessibility, and be seismically retrofitted and LEED Silver certified. He explained the design concept, the scale of the building, the floor plan and the elevations.

Brian Bannon, Chief of Branches, said some of the desires of the library were to have a designated teen space, an expansion of the children's area, and public restrooms. He said the Merced branch is a mid-size branch and it has around the middle range of circulation and patron use.

He said there are strong comparisons to the Parkside branch. He said there was an extensive community process to get to this point.

Marilyn Thompson, Bond Program Manager, introduced the Peer Panel members. She said Jane Chisaki is the Library Director for the Alameda Free Library. She has had a 24 year career in Alameda. She has a B.A. in English from the University of California, Berkeley, and her M.L.S. from San Jose State University. Robert David Colyer, AIA, NCARB, LEED-AP, has been a Principal of The Colyer Freeman Group for 28 years and is the Director of Architecture and Technology.

Peer Reviewer Comments

Robert Colyer complimented the architect and said this was a well-thought out project. He said the building corner on Winston and Stonecrest drive is a relatively opaque corner but the usage there is for back of the house functions. He said that is the most prominent corner adjacent to the entrance. He said the scale and material of the new addition work is fine, but he said he would propose that the uses for that area be changed to some other library uses. He said it would take rearranging some of the areas for the staff uses. He said since the architect chose to install a gas fireplace the fireplace wall could actually be moved to another location.

Jane Chisaki said this was her first time appearing on a Peer Review Panel, she said it is a coincidence that this branch is the one where she started her career. She said the new addition is a prime location and using that area for staff usage is a bit of a shame but she understands not wanting to move the children's area. She said staff areas get messy so even with opaque glass they need to be careful. She said she would like to see the circulation desk moved. She said the noise level in the teen area will carry and it is too bad it is just an open space with no walls.

Public Comment

An anonymous citizen said it was good to have the peer reviewer biographical material but the bad news is there are only two reviewers and they are closer to home with both having ties to the Merced branch. He said this branch is increasing by more than 20% and there is no increase for space for books. He said these new branches are being designed with a back of house perspective.

Harriet Sollod, Council of Neighborhood Libraries, representing the Merced branch, said overall the neighborhood is very pleased with the design. She said there are regrets over the lack of money and lack of space, but that is true of anything you build. She said the peer reviewers have echoed some of the comments by the community specifically about the staff space, but overall the community is pleased.

Peter Warfield said there is an increase in square footage but a 2 ½% reduction in the adult collection, the teen area is going up and the

children's area is up a tiny amount. He said the overall seating is going up by one seat. He said it looks like the reference desks are jammed together with the circulation desk. He said the split of the staff areas is a concern.

Melissa Riley, librarian at the West Portal branch, said it looks like the seats don't add up so she wondered if the window seats are counted. She said she liked having the ability to have the children enter the terrace from the children's section and was sure the community wanted that as well. She said she is concerned about the reference desks being so close to the circulation desk.

Commission Discussion

Commissioner Kane asked about the separation of the staff space and whether the space in the front of the building could be used for library space. He also asked how this staff space compares to other branches.

Brian Bannon, Chief of Branches, said having the children's room next to the terrace was a priority so there were limited possibilities for the use of the area next to the main entry. He said this is not a large staff room or large in comparison to other branches. He said it is comparable to the Parkside branch.

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Brian Bannon said the new seating will maximize the views from the windows and it will be more intimate.

Commissioner Lee said the staff areas should be together and asked about the janitorial area.

Paul De Freitas, architect, said there was collaboration with library staff and management during the design process.

Robert Colyer said that one of his suggestions was to flip the existing location of the fireplace because it will be a gas unit, which would allow some changes to the floor plan. He also said it might be better if the restrooms were closer to the children's area.

Commissioner Lee asked about the noise level from the teen area. He also said the purpose of the project is to upgrade and renovate the branches to meet ADA requirements among other things.

Commissioner Munson said it concerns him that there is no progress in terms of total capacity of circulation for this library and he said this renovation is supposed to take care of the demand for the next 50 years

Brian Bannon, Chief of Branches said capacity is definitely something that is being looked at. He said the collection size for this branch is comparable to many of the branches and in some cases larger. He said the collections of our branches ten years ago are very different from our collections today. He said we are trying to plan for the future.

Luis Herrera, City Librarian, said that San Francisco has a totally different environment from other libraries because we have so many branches. He said the priorities have been to define spaces and provide for an increase in children's and teen spaces. He said the ultimate goal is to make the branches seismically and ADA compliant.

Commissioner Chin said she is concerned about the staff spaces being separate. She asked about the entryway and if that could be expanded.

Paul De Freitas said the existing building has a roof over that area and they wanted to maintain as much of the original structure as possible.

Commissioner Harris said he went to the branch and it was very busy. He said it is a limited area. He said this addition is very nice.

President Gomez said security is an issue as well as the integrity of the building itself. She asked about the security of the terrace area.

Paul De Freitas said the existing terrace is enclosed with a wooden fence with gates. He talked about the plumbing in the building and the location of the restrooms.

Brian Bannon thanked the architects' team and the staff involved in the project.

President Gomez thanked the Peer Reviewers for their time and input.

AGENDA ITEM NO. 4 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports for this meeting. She said as of 2/21/08 the approved budget was $143,177,607. She said the revenue sources total $143,531.826. She listed the appropriations. She said every change to the baseline budget is included and the last budget was approved on November 15, 2007. She said the schedule report is a summary level report that is broken down by project in alphabetical order and it is also available at the back of the room. She said the last time a schedule change was approved was March, 2007. She said each project has the original schedule, the last approved schedule and the forecasted schedule. She gave the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs of the Noe Valley reopening, Richmond, Portola, Ingleside, and the Eureka Valley closing party. She said other active projects are Potrero, Parkside, Visitacion Valley, Anza, Ortega, Merced,

Bayview, North Beach, Park, and Golden Gate Valley. She said there will be a Bayview Community meeting on April 21.

Public Comment

An anonymous citizen said this is an interesting report based on the improvements recommended by the Controller's Audit. He said there are 16 active projects and only 2 have the approved schedule and the forecast schedule the same. He said it has been more than a year since the Commission approved any schedule changes.

Peter Warfield said there does seem to be some inaction on the part of the Commission and management on the schedule. He said to his knowledge there has never been a discussion about LEED certification and its impact on the budget. He said what everyone wants to see are people reading books.

Commission Discussion

Commissioner Kane said he is concerned about changes to the schedule and would like any changes brought to the Commission. He also asked about the Potrero branch and what we might expecting on the bids that are currently out to bid.

Marilyn Thompson said since the original bids came in way over budget staff has made changes but they are not sure whether they will come back within budget.

Commissioner Kane asked about the budgets and how LEED certification will affect those budgets.

Marilyn Thompson said that the industry standard is between a 0 and 11% increase, but that they are expecting between 5 and 8%, but they are still studying this and will bring the information back to the Commission as soon as possible.

Commissioner Kane had additional questions regarding the budget and expenditures and encumbrances.

Commissioner Munson said there is a contingency.

Luis Herrera, City Librarian, said the amounts actually spent on the projects are in the construction report.

Commissioner Lee asked about the difference in the numbers in the budget. He said he was concerned about the difference in the amounts of the original budget and the approved budget. He said it seems like every project has an overrun. He said you have to control your budget anyway you can.

President Gomez said this is an issue they have dealt with over the years because of an increase in construction costs and other impacts. She said the Commission has approved the higher budget numbers.

Commissioner Munson explained the delay in a number of the projects.

Luis Herrera, City Librarian, said that some of the branches were originally renovations and are now budgeted for new branches and that explains the budget increase.

Commissioner Chin asked about Golden Gate Valley and the cost increases.

Luis Herrera said that the Golden Gate Valley branch is one of the most expensive projects and it is due to inflation and increased costs. He also said we are doing outreach to contractors so that we get more bidders on the projects.

Commissioner Munson said the Commission had asked DPW to do a better job with their outreach efforts and he thinks they have done better in this area.

AGENDA ITEM NO. 5. BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) BUDGET TRANSFERS

Luis Herrera, City Librarian, said he had prepared a memo to the Commission outlining the Branch Library Improvement Program Budget Changes. He said there has been an additional $3.08 million appropriation to the budget. He explained the breakdown of that amount. He said he was also recommending a transfer of $446,800 to help fund the estimated cost of issuance for the fourth series of General Obligation Bonds and related City Auditor fees and a transfer of the remaining balance of increased revenues (totaling $658,579) to the BLIP Program Reserve bringing the reserve balance to $3,741,063. In addition he is recommending that $588,300 from the $1 million General Fund set aside to create a shelving reserve for various projects.

Marilyn Thompson explained in more detail the recommended budget changes with updated revenue sources, revised project budgets, other budgets and the changes for the shelving reserve.

Public Comment

An anonymous citizen said he was not quite clear about which amounts are transfers and which amounts are expenditures. He said the Commission should be looking at the budget increases more closely.

Peter Warfield said for many years we have heard about the Friends supplying the furniture and fixtures for the BLIP so he doesn't understand what the shelving reserve is about. He asked why the Friends are not paying for all of the shelving. He said Prop D permits bonds going

forward for equipment, but he said none of this has been discussed by the Commission.

Commission Comment

Commissioner Lee asked about the $3,080,000 transfer for contracts and design and how much of that is for construction.

Marilyn Thompson, Bond Program Manager said none of that money is for construction. She said it is for design teams, engineers, architects, and surveyors. She clarified that these are all soft costs.

MOTION: by Commissioner Munson seconded by Commissioner Harris, to approve the Branch Library Improvement Program Budget Changes as outlined in the Memo from the City Librarian to the Library Commission dated March 14, 2008.

AYES: 6-0 (Chin, Gomez, Harris, Lee, Kane, Munson)

AGENDA ITEM NO. 6. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Lee to adjourn the regular meeting of Thursday, March 20, 2008

ACTION: AYES: 6-0 (Chin, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of March 20, 2008, of the San Francisco Public Library Commission adjourned at 6:56 pm.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for

inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

(As approved at the regular meeting of April 17, 2008)

Minutes of the Regular Meeting of March 20, 2008

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President Gomez called the meeting to order at 4:37 pm.

Commissioners present: Chin, Gomez, Harris, Lee, and Munson.

Commissioner Kane arrived at 4:39 pm.

Commissioner Del Portillo was excused.

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MOTION: by Commissioner Lee, seconded by Commissioner Munson, to approve the minutes of February 21, 2008.

AYES: 6-0 (Chin, Gomez, Harris, Lee, Kane, Munson)

AGENDA ITEM NO. 3 PEER REVIEW OF PROPOSED DESIGN FOR MERCED BRANCH LIBRARY

Marilyn Thompson, Bond Program Manager, said that design began for the Merced branch in mid-2006. She said three community meetings have been held. The first was in May, 2006 and the most recent one was on February 26, 2008. She said the Library Commission placed this project on hold last March and transferred all but $50,000 of the budget to other branch projects with the intent to restart design this year with new funding which has occurred. The forecast project budget is estimated to cost between $4.4 and $4.7 million dollars which includes all hard and soft costs according to the 2006 design at between a 5% and 8% escalation and that assumes start of construction early next year. She said this budget and schedule are under evaluation at this time. The project as presented tonight is estimated to meet the budget before LEED certification is applied. Bid alternates are being incorporated into the design. The project is forecast to go to bid this fall and go to construction early next year with an opening in fall of 2010.

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Commissioner Kane had additional questions regarding the budget and expenditures and encumbrances.

Commissioner Munson said the budget should include a contingency amount for LEED costs of approximately 7%.

Luis Herrera, City Librarian, said the amounts actually spent on the projects are in the construction report.

Commissioner Lee asked about the difference in the numbers in the budget. He said he was concerned about the difference in the amounts of the original budget and the approved budget. He said it seems like every project has an overrun. He said you have to control your budget anyway you can.

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Commissioner Lee asked about the $3,080,000 transfer for contracts and design and how much of that is for construction.

Marilyn Thompson, Bond Program Manager said none of that money is for construction. She said it is for design teams, engineers, architects, and surveyors. She clarified that these are all soft costs.

MOTION: by Commissioner Munson seconded by Commissioner Harris, to approve the Branch Library Improvement Program Budget Changes as outlined in the Memo from the City Librarian to the Library Commission dated March 14, 2008.

AYES: 6-0 (Chin, Gomez, Harris, Lee, Kane, Munson)

AGENDA ITEM NO. 6. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Lee to adjourn the regular meeting of Thursday, March 20, 2008

ACTION: AYES: 6-0 (Chin, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of March 20, 2008, of the San Francisco Public Library Commission adjourned at 6:56 pm.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, April 3, 2008**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

Gavin Newsom
Mayor

Jewelle Gomez
President
A. Lee Munson
Vice-President

Lonnie K. Chin
Carlota del Portillo
Al Harris
Larry Kane
Mel Lee
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES MARCH 6, 2008 **ACTION**
(Presentation, discussion and possible action to approve the minutes of the special meeting of March 6, 2008.)
Explanatory document: draft minutes.

3. COLLECTION DEVELOPMENT PLAN POLICY **ACTION**
(Presentation, discussion and possible action to approve the Library's Collection Development Plan Policy)
Explanatory documents: Collection Development Plan Policy

4. FOCUS ON: SAN FRANCISCO HISTORY CENTER **DISCUSSION**
(Presentation and discussion on the San Francisco History Center)
Explanatory Document: San Francisco History Center PowerPoint Presentation

5. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements.) The City Librarian will give updates on the following topics: Fiscal Year 08/09 Library Budget; Mission Branch Children's Center; Children's Bookmobile; Children's Services Library Card Campaign; and highlights on exhibitions and programs.
Explanatory documents: Mission Branch Children's Center PowerPoint; Children's Bookmobile PowerPoint; Library Card Campaign PowerPoint

6. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities)

7. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 0/3/31/2008

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm.htm#meetings.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY

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Vice-President

Lonnie K. Chin
Carlota del Portillo
Al Harris
Larry Kane
Mel Lee
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of April 3, 2008

The San Francisco Public Library Commission held a regular meeting on Thursday, April 3, 2008, in the Koret Auditorium, Main Library.

Sue Blackman, Commission Secretary, called the meeting to order at 4:37 pm.

Commissioners present: Del Portillo, Gomez, Harris, Kane, Lee and Munson.

Excused: Commissioner Chin

President Gomez changed the order of the agenda requesting that Item No. 6 (Friends of the Library Report) be heard prior to Item No. 4 with the rest of the agenda items to follow.

AGENDA ITEM NO. 2 PUBLIC COMMENT

An anonymous citizen said over the last several meetings he has been giving the Commissioners a sort of orientation about the insanity they are expected to endorse. He said sending a message to this large bureaucracy that you will endorse whatever is given to you to endorse is a very dangerous message.

Peter Warfield said the saga of the $115 lost or damaged book charge through Link+ continues. At the March 6 meeting the Commission was told that the $115 was not mandatory and that no one had actually paid the $115. In information requests he made he said it appears there was some bargaining with folks who lost materials and it was agreed that they could provide a replacement book. He said on the day before the March 6 meeting an email for the InterLibrary Loan Department said if the patron does not replace the book they will have to pay the $115 replacement fee. He said there is a question as to whether the consortium even requires the $115 fee.

APPROVAL OF THE MINUTES MARCH 6, 2008

Public Comment

An anonymous citizen said on the first page of the minutes the point that he was making was as a society public officials need to hear the other side of the story and he was there to tell them the other side of the story. He said that point was not clear in the minutes.

Peter Warfield said he was not able to review the tape of the meeting but it was hard for him to believe that on page 8 under Public Comment for the Interlibrary Loan programs that he did not make a mention of the $115 lost book mandatory charge. He asked the Commission to ask the secretary to review it. He said he would like to see that reflected in the minutes if that indeed was what he said.

Commission Discussion

Commissioner Lee asked the secretary to review the portion of the meeting that Mr. Warfield referred to in his comments.

Motion: By Commissioner Del Portillo, seconded by Commissioner Munson to approve the minutes of March 6, 2008 and asked the secretary to review the tape on Mr. Warfield's comments.

Action: Ayes 6-0 (Commissioners Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 3 COLLECTION DEVELOPMENT PLAN POLICY

Luis Herrera, City Librarian, said that the Collection Development Plan overview was given at the March 6 meeting and that they were recommending approval of the Plan Policy at this meeting.

Marcia Schneider, Chief of Communications, Collections & Adult Services, said the Plan is available on the website under Library Administration. She said it is typical of Library Collection Development Plans to have a brief policy statement. She said often these plans include endorsement of the selected policies of the American Library Association. She said staff looked at the collection development plan policies of many other libraries. She said the focus is to be at the highest level and not include a great deal of detail, which is included in the plan itself. She said the attachments include the American Library Association's Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement She said at the last meeting Melissa Riley suggested that two additional documents the Code of Ethics and the Core Values of Librarianship be included in the policy.

Public Comment

An anonymous citizen, said that there was a Collection Development Plan prepared in March, 1995. He said he thinks it is a little more detailed than the current one. He asked why the Commission is not approving the

whole Collection Development Plan and not just the policy. He said he supports including the ALA policies but there should be a specific focus on this library.

Peter Warfield said there is a great deal of good and useful material before the Commission, however, he said there seems to be notable omissions. He said barriers to access are something that libraries do not want to place before people and he said financial barriers to access are also something to be very careful about. He said this policy does not include American Library Association Policy No. 61 on service to poor people. He said that policy says that fines and fees should be very carefully examined and examined with a view towards barrier of access. He said he would like to see ALA Policy 61 included in the Collection Development Plan policy. He said he is disappointed that there is not a mention in the policy of the preservation of materials.

Commission Discussion

Commissioner Kane said he supports the policy, but he would like to see at a future meeting a discussion at the macro level about the collection and how materials are chosen, how our collection rates against other public libraries and how the budget is broken down. He asked how this policy will relate to the collection for the next 20 years.

Luis Herrera, City Librarian said staff will report back to the Commission on the selection process for the collection.

Commissioner Kane asked about a review of our collection and how it ranks with other libraries.

Luis Herrera said there are different types of comparisons with other libraries and staff can bring that back to the Commission for discussion.

MOTION: by Commissioner Munson, seconded by Commissioner Lee, to approve the Collection Development Policy.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

President Gomez said as previously noted the next item would be taken out of order.

6. FRIENDS OF THE LIBRARY REPORT

Donna Bero, Friends of the Library, said that she attended the Public Library Association's meeting in Minneapolis last week and she said it was a good time to remind the Commission that the Friends are community-based and not part of the Library organization. She said the Friends' investment in the library is doing due diligence so see how this library is perceived. She said the San Francisco Public Library is envied. She said very few public libraries have organizations that have an organization that is both Friends and Foundation. She wanted to remind

the Commission how fortunate we are to have such a talented and committed staff and that San Francisco enjoys such a strong national reputation. She said there are some events coming up with the Neighborhood Library Campaign including Richmond History Day on April 5, and a Potrero art auction on April 12. She said on April 9 there will be a Green Ink series program at Ft. Mason. She said August 16 is Library Legislative Day and Friends will be taking a contingent to Sacramento to meet with our elected officials. She said it would be wonderful if some of the Commission members could come. She said April is Dine Out month in the Richmond and she passed out cards that listed the restaurants, which will be giving a portion of their proceeds on Wednesday nights in April to the Richmond Neighborhood Library Campaign. She said Poets Eleven is accepting submissions from all 11 districts in the City from poets. She read a short poem which Jack Hirschman, the City's Poet Laureate, wrote about the San Francisco Public Library and Poets Eleven.

Public Comment

An anonymous citizen said if you think the public/private partnership is the wave of the future, you need to get out more. He gave Halliburton/ Pentagon as the example. He said it is not a good model and public/public is the good model and the wave of the future.

Peter Warfield said he was surprised not to hear anything about the annual Laureates Dinner and the Commission being invited to attend the dinner.

President Gomez said that any item can be moved up on the agenda if there is a request and at the discretion of the Chair.

President Gomez left the meeting and Vice-President Munson presided over the meeting.

AGENDA ITEM NO. 4 FOCUS ON: SAN FRANCISCO HISTORY CENTER

Kathy Lawhun, Chief of Main, introduced Susan Goldstein, Manager of sixth floor services, San Francisco History Center, Book Arts and Special Collections Department. She said she is also the City Archivist and is very active with all other City Departments when they want to get rid of their old records and they want the Library to take them.

Susan Goldstein, sixth floor services, said there were many exhibits in the last year including Relocation and Resiliency: Japanese American Internment in California; School's Out: A century of San Francisco High School Yearbooks; The City Redeemed: The Mayoralty of Edward Robeson Taylor; Timeless San Francisco and Timeless Cities; A New Deal for San Francisco – Thanks to the WPA!; Pisco Punch: "Miracle and Benison" among others. She said they worked with the branches on exhibits as well. She said there were many programs including Public Art

in San Francisco; Streetcars; Framing the Black Panthers; Shanghaied in San Francisco. She said there are a lot of training, classes and outreach. She said they did another Shades of San Francisco project on the GLBT Community. She said two big projects were started this year digitizing with the Open Content Alliance and the Genealogical Society of Utah. She said they are digitizing full texts of some books and making them available to patrons. She said they have been working with the branches about preserving the collections in the branches. She said there are new collections including the Chet Born Photo Collection; French Hospital, Early 20th Century Photo Album; Summer of Love Photographs and others. She said it takes a lot of time to complete collections and a number of collections were completed last year. She said the photo desk is very busy and said our photos are used for film, exhibits, magazines, etc. She said the City Archives is also a large part of what she does and she works very closely with other city departments.

Public Comment

An anonymous citizen said it is the Daniel E. Koshland San Francisco History Center. He said if you go to the website, you will find a link called information for donors. He said that the website says make your checks out to the Friends of the San Francisco Public Library. He said not only was Edward Robeson Taylor a former Mayor he was a former President of the Library Commission. He said the motto was Edward Robeson Taylor's personal motto and the library liked it so much that they adopted it for the library. He said not too long ago this library gave away its genealogy collection and also dumped several newspaper morgues. He said history is a wonderful subject.

Peter Warfield said the History Center Room is one of the most interesting to go to and he said it was good to hear about what is going on there. He said one of his favorites is the Humor Collection and the exhibits that come out of that collection. He said there was a really wonderful Horace Bristol exhibit and he said the annual handmade books exhibit is always very entertaining and very interesting.

Commission Discussion

Commissioner Kane said he loved the report and that he is a frequent user of the History Center. He said what the library does is extremely valuable and important and he asked what the biggest issue for the History Center is. He also asked about what types of patron complaints there are and he asked about newspapers and periodicals.

Susan Goldstein said that space is the biggest issue. She said they have enough space now but looking ahead at future collections they will need more space. She said people seem to really like the Center, but she wishes they could do more outreach for the Center. She said the library does coordinate with other departments, museums, etc. She said there were some periodicals and neighborhood newspapers on the Sixth Floor

but most of the other newspapers were on the Fifth Floor in the Newspaper and Periodical section.

Kathy Lawhun, Chief of Main, said there is a service that is in the process of digitalizing the San Francisco Chronicle back to the first one published from 1859 – 1923.

Commissioner Kane asked about the costs of obtaining historical photos.

Susan Goldstein said that taking a photo of a photo costs $1; she said a scan is generally $15 depending on the size, etc.

Luis Herrera, City Librarian said the collaboration and partnership with other entities is very important and staff does a great job.

Vice-President Munson asked whether the library keeps corporate records.

Kathy Lawhun said the Business Section has the annual reports of any public corporation in San Francisco from the time of its incorporation.

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian said the Mayor originally asked for an 8-13% reduction in each department's budgets but the Library was spared that initial exercise. He said the Mayor has asked for an additional 8% reduction and the Library has gone back with reductions based on the budget change requests that the Commission had approved so it will not impact service levels, but it is still not known if the Mayor will accept any of the cuts. He said he would keep the Commission posted on that. He said the Mayor has also issued a directive for departments to cut back on spending including out of town travel, energy savings and find other cost efficiencies.

Toni Bernardi, Chief of Children and Youth Services, said the three issues that will be discussed are the Mission Branch Children's Center, the Children's bookmobile and the children's services library card campaign.

Rachel MacNeilly, Senior Children's Librarian Mission Branch said she is very excited to tell the Commissioners about the many programs and events in the Children's Room at the Mission Branch. She said they have many community partnerships and they have workshops, trainings, fairs, back-to-school nights and more. She said in FY 2007-08 so far they have hosted 157 programs for infants and preschoolers, involving 10,671 participant and 145 programs for school age children, involving 4,495 participants. She said the preschool partnerships include Good Samaritan, Bryant, Mission Child Development Centers, Los Americas and Head Start. She said they have partnerships with 10 SFUSD Elementary Schools and 10 private schools. She said they have regular programming including bilingual baby time, preschool storytime, bilingual infant lapsit and homework help.

Katrin Reimuller, Children's Bookmobile, said the Children's Bookmobile has a lot of fun bringing books, building literacy, sharing stories, songs and rhymes, creating library lovers and sprinkling reading magic. She said the services provided are circulation of materials, storytimes, reference and reader's advisory and early literacy support. She said the children served are those who need early literacy support, are English language learners, are from traditionally underserved communities and are those not easily served by a branch library.

Troy Oldham, Children's Bookmobile said the Children's Bookmobile serves 52 sites monthly including 44 preschools and 2 Treasure Island stops. He said over 2,000 children are served each month. He said the materials circulated include picture stories, board books, early readers, nonfiction, teacher and parent resources, audio book kits, educational DVDs and music CDs.

Katrin Reimuller said circulation for the Children's Bookmobile is up 35.88% year-to-date and averages over 2200 items per month. She said 17,374 total items have been circulated year-to-date. She said she does over 30 storytimes monthly to over 500 storytime participants. She said the bookmobile attends special events all over the city such as Dia de Los Ninos/Dia de Los Libros, First 5 See Me, DCYF Family Festival at Yerba Buena Gardens and the Mayor's March Gladness.

Toni Bernardi, Chief of Children and Youth Services, gave an update on the new library card design contest. She said working with the San Francisco Unified School District there was a design contest held for students in May – June 2007. She said the winning designs were selected in June and after graphics refinement, the bid process, and ordering the new cards, the cards became available in the branches on January 21, 2008. She showed the designs of the contest winners and said that the winners will be honored at an Awards Ceremony on April 10.

Luis Herrera, City Librarian, expressed his appreciation for the staff that gave the updates and said when you see the smiling faces of the children you know the library is really making a difference and having an impact on the community.

Marcia Schneider, Chief of Communications, Collections and Adult Services said there are two exhibits which opened this month. She said one on Charm School, Ill-Mannered Selections from the Schmulowitz Collection of Wit and Humor is in the Skylight Gallery through May 31. She said this exhibit was put together by Andrea Grimes in Book Arts and Special Collections.

Andrea Grimes said the Book Arts and Special Collections is a sister center to the San Francisco History Center. She thanked a large number of staff people who had assisted in putting the Charm School exhibit together.

Marcia Schneider said the other exhibit on display is the Anniversary of the New Deal with exhibits on the 4th and 5th floors through May 31 and an exhibit on the 6th floor through August 9. She said these exhibits are sponsored by the San Francisco History Center. She said there were several events planned for April including green programs celebrating Earth Day.

Public Comment

An anonymous citizen said he was disappointed nobody asked the City Librarian what the motto of the San Francisco Public Library is. He said he did not get his questions answered from the report on the budget. He said there have been directives from the Mayor to cut down discretionary spending. He said the Library says they will take that seriously but because they have the set aside they really don't have to take that seriously. He said Nat Schmulowitz was a former President of the San Francisco Public Library Commission. He said he was a prominent businessman who gave a huge collection of humor to the Library.

Peter Warfield said he wishes that there would have been separate reports because there was so much information. He said he enjoys the titles of some of the children's books. He said he appreciated the report on the exhibits and programs.

Commission Discussion

Commissioner Lee thanked staff for a nice presentation particularly on the children's bookmobile. He asked about the times of the visits of the children's bookmobile.

Katrin Reimuller said the visits from the bookmobiles are in the morning and the afternoon.

Vice-President Munson asked how the books are circulated.

Katrin Reimuller said the books are checked out to the preschool on a teacher's card. She said when the bookmobile comes back the teacher's bring the books back and the children can then choose new books that stay in the classroom.

Commissioner Del Portillo asked a question about the dates of the Commission meetings and why there was only one meeting in July and one meeting in August.

Sue Blackman, Library Commission Secretary, said that the Bond Program Manager's report is scheduled monthly so the reason for the one meeting is to accommodate vacations but still have the monthly Bond Program Manager's report.

Commissioner Del Portillo said in the copy of the adult programming for May, which was before the Commission, she did not see one single Cinco

de Mayo celebration. She said Cinco de Mayo is important and it is an amazing teaching opportunity and she is surprised there are no library events planned. She said she is interested in an event on Tuesday, May 20, "Hallelujah – I'm a Bum". She said this is a wonderful part of American History and she hopes that we can publicize this a little more.

Luis Herrera, City Librarian said the point is well taken on Cinco de Mayo and the Library takes pride on having a diversity of programs in various communities. He said we do a lot of programming for Hispanic Heritage month in September but that is not an excuse for not having anything for Cinco de Mayo. He said we can do better.

AGENDA ITEM NO. 7 LABOR UNION REPORT

Melissa Riley said she hopes everyone will read the ALA's Core Values. She said they do refer to the economic barriers to information access. She said libraries look like they are self-service but they are not. She said after hearing about items that have been digitized she said she hopes all librarians are referring patrons to other librarians for additional help on research, etc. She said in addition to the Core Values there are many other ALA policies

Public Comment

An anonymous citizen said he threw it up at the fat part of the plate and Commissioner Lee hit it out of the park.

Peter Warfield said he is glad that it was pointed out that the ALA's Core Values does mention the barriers to economic access. He said the Library has for some time failed to provide feedback to patrons who make a request for materials.

Melissa Riley said one of the things any patron can do is put in a request for what they are looking for on the website and they will be emailed when that information is available.

ITEM NO. 13. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Kane, seconded by Commissioner Lee, to adjourn the regular meeting of Thursday, April 3, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of April 3, 2008, of the San Francisco Public Library Commission adjourned at 6:46 pm.

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of April 3, 2008

(As amended and approved at the regular meeting of May 1, 2008)

The San Francisco Public Library Commission held a regular meeting on Thursday, April 3, 2008, in the Koret Auditorium, Main Library.

The meeting was called to order at 4:37 pm.

Commissioners present: Del Portillo, Gomez, Harris, Kane, Lee and Munson.

Excused: Commissioner Chin
President Gomez changed the order of the agenda requesting that Item No. 6 (Friends of the Library Report) be heard prior to Item No. 4 with the rest of the agenda items to follow.

AGENDA ITEM NO. 1 PUBLIC COMMENT

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An anonymous citizen said over the last several meetings he has been giving the Commissioners a sort of orientation about the insanity they are expected to endorse. He said sending a message to this large bureaucracy that you will endorse whatever is given to you to endorse is a very dangerous message.

Peter Warfield said the saga of the $115 lost or damaged book charge through Link+ continues. At the March 6 meeting the Commission was told that the $115 was not mandatory and that no one had actually paid the $115. In information requests he made he said it appears there was some bargaining with folks who lost materials and it was agreed that they could provide a replacement book. He said on the day before the March 6 meeting an email for the InterLibrary Loan Department said if the patron does not replace the book they will have to pay the $115 replacement fee. He said there is a question as to whether the consortium even requires the $115 fee.

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AGENDA ITEM NO. 2. APPROVAL OF THE MINUTES MARCH 6, 2008

Public Comment

An anonymous citizen said on the first page of the minutes the point that he was making was in our society public officials need to hear the other side of the story and he was there to tell them the other side of the story. He said that point was not clear in the minutes.

Peter Warfield said he was not able to review the tape of the meeting but it was hard for him to believe that on page 8 under Public Comment for the Interlibrary Loan programs that he did not make a mention of the $115 lost book mandatory charge. He asked the Commission to ask the secretary to review it. He said he would like to see that reflected in the minutes if that indeed was what he said.

Commission Discussion

Commissioner Lee asked the secretary to review the portion of the meeting that Mr. Warfield referred to in his comments.

Motion: By Commissioner Del Portillo, seconded by Commissioner Munson to approve the minutes of March 6, 2008 and asked the secretary to review the tape on Mr. Warfield's comments.

Action: Ayes 6-0 (Commissioners Del Portillo, Gomez, Harris, Kane, Lee and Munson).

AGENDA ITEM NO. 3 COLLECTION DEVELOPMENT PLAN POLICY

Luis Herrera, City Librarian, said that the Collection Development Plan overview was given at the March 6 meeting and that they were recommending approval of the Plan Policy at this meeting.

Marcia Schneider, Chief of Communications, Collections & Adult Services, said the Plan is available on the website under Library Administration. She said it is typical of Library Collection Development Plans to have a brief policy statement. She said often these plans include endorsement of the selected policies of the American Library Association. She said staff looked at the collection development plan policies of many other libraries. She said the focus is to be at the highest level and not include a great deal of detail, which is included in the plan itself. She said the attachments include the American Library Association's Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement She said at the last meeting Melissa Riley suggested that two additional documents the Code of Ethics

and the Core Values of Librarianship be included in the policy.

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Public Comment

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An anonymous citizen, said that there was a Collection Development Plan prepared in March, 1995. He said he thinks it is a little more detailed than the current one. He asked why the Commission is not approving the whole Collection Development Plan and not just the policy. He said he supports including the ALA policies but there should be a specific focus on this library.

Peter Warfield said there is a great deal of good and useful material before the Commission, however, he said there seems to be notable omissions. He said barriers to access are something that libraries do not want to place before people and he said financial barriers to access are also something to be very careful about. He said this policy does not include American Library Association Policy No. 61 on service to poor people. He said that policy says that fines and fees should be very carefully examined and examined with a view towards barrier of access. He said he would like to see ALA Policy 61 included in the Collection Development Plan policy. He said he is disappointed that there is not a mention in the policy of the preservation of materials.

Commission Discussion

Commissioner Kane said he supports the policy, but he would like to see at a future meeting a discussion at the macro level about the collection and how materials are chosen, how our collection rates against other public libraries and how the budget is broken down. He asked how this policy will relate to the collection for the next 20 years.

Luis Herrera, City Librarian said staff will report back to the Commission on the selection process for the collection.

Commissioner Kane asked about a review of our collection and how it ranks with other libraries.

Luis Herrera said there are different types of comparisons with other libraries and staff can bring that back to the Commission for discussion.

MOTION: by Commissioner Munson, seconded by Commissioner Lee, to approve the Collection Development Policy.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

President Gomez said as previously noted the next item would be taken out of order.

6. FRIENDS OF THE LIBRARY REPORT

Donna Bero, Friends of the Library, said that she attended the Public Library Association's meeting in Minneapolis last week and she said it was a good time to remind the Commission that the Friends are community-based and not part of the Library organization. She said the Friends' investment in the library is doing due diligence so see how this library is perceived. She said the San Francisco Public Library is envied. She said very few public libraries have organizations that have an organization that is both Friends and Foundation. She wanted to remind the Commission how fortunate we are to have such a talented and committed staff and that San Francisco enjoys such a strong national reputation. She said there are some events coming up with the Neighborhood Library Campaign including Richmond History Day on April 5, and a Potrero art auction on April 12. She said on April 9 there will be a Green Ink series program at Ft. Mason. She said August 16 is Library Legislative Day and Friends will be taking a contingent to Sacramento to meet with our elected officials. She said it would be wonderful if some of the Commission members could come. She said April is Dine Out month in the Richmond and she passed out cards that listed the restaurants, which will be giving a portion of their proceeds on Wednesday nights in April to the Richmond Neighborhood Library Campaign. She said Poets Eleven is accepting submissions from all 11 districts in the City from poets. She read a short poem which Jack Hirschman, the City's Poet Laureate, wrote about the San Francisco Public Library and Poets Eleven.

Public Comment

An anonymous citizen said if you think the public/private partnership is the wave of the future, you need to get out more. He gave Halliburton/ Pentagon as the example. He said it is not a good model and public/public is the good model and the wave of the future.

Peter Warfield said he was surprised not to hear anything about the annual Laureates Dinner and the Commission being invited to attend the dinner.

President Gomez said that any item can be moved up on the agenda if there is a request and at the discretion of the Chair.

President Gomez left the meeting and Vice-President Munson presided over the meeting.

AGENDA ITEM NO. 4 FOCUS ON: SAN FRANCISCO HISTORY CENTER

Kathy Lawhun, Chief of Main, introduced Susan Goldstein, Manager of sixth floor services, San Francisco History Center, Book Arts and Special Collections Department. She said she is also the City Archivist and is very active with all other City Departments when they want to get rid of their old records and they want the Library to take them.

Susan Goldstein, sixth floor services, said there were many exhibits in the last year including Relocation and Resiliency: Japanese American Internment in California; School's Out: A century of San Francisco High School Yearbooks; The City Redeemed: The Mayoralty of Edward Robeson Taylor; Timeless San Francisco and Timeless Cities; A New Deal for San Francisco – Thanks to the WPA!; Pisco Punch: "Miracle and Benison" among others. She said they worked with the branches on exhibits as well. She said there were many programs including Public Art in San Francisco; Streetcars; Framing the Black Panthers; Shanghaied in San Francisco. She said there are a lot of training, classes and outreach. She said they did another Shades of San Francisco project on the GLBT Community. She said two big projects were started this year digitizing with the Open Content Alliance and the Genealogical Society of Utah. She said they are digitizing full texts of some books and making them available to patrons. She said they have been working with the branches about preserving the collections in the branches. She said there are new collections including the Chet Born Photo Collection; French Hospital, Early 20th Century Photo Album; Summer of Love Photographs and others. She said it takes a lot of time to complete collections and a number of collections were completed last year. She said the photo desk is very busy and said our photos are used for film, exhibits, magazines, etc. She said the City Archives is also a large part of what she does and she works very closely with other city departments.

Public Comment

An anonymous citizen said it is the Daniel E. Koshland San Francisco History Center. He said if you go to the website, you will find a link called information for donors. He said that the website says make your checks out to the Friends of the San Francisco Public Library. He said not only was Edward Robeson Taylor a former Mayor he was a former President of the Library Commission. He said the motto was Edward Robeson Taylor's personal motto and the library liked it so much that they adopted it for the library. He said not too long ago this library gave away its genealogy collection and also dumped several newspaper morgues. He said history is a wonderful subject.

Peter Warfield said the History Center Room is one of the most interesting to go to and he said it was good to hear about what is going on there. He said one of his favorites is the Humor Collection and the exhibits that come

out of that collection. He said there was a really wonderful Horace Bristol exhibit and he said the annual handmade books exhibit is always very entertaining and very interesting.

Commission Discussion

Commissioner Kane said he loved the report and that he is a frequent user of the History Center. He said what the library does is extremely valuable and important and he asked what the biggest issue for the History Center is. He also asked about what types of patron complaints there are and he asked about newspapers and periodicals.

Susan Goldstein said that space is the biggest issue. She said they have enough space now but looking ahead at future collections they will need more space. She said people seem to really like the Center, but she wishes they could do more outreach for the Center. She said the library does coordinate with other departments, museums, etc. She said there were some periodicals and neighborhood newspapers on the Sixth Floor but most of the other newspapers were on the Fifth Floor in the Newspaper and Periodical section.

Kathy Lawhun, Chief of Main, said there is a service that is in the process of digitalizing the San Francisco Chronicle back to the first one published from 1859 – 1923.

Commissioner Kane asked about the costs of obtaining historical photos.

Susan Goldstein said that taking a photo of a photo costs $1; she said a scan is generally $15 depending on the size, etc.

Luis Herrera, City Librarian said the collaboration and partnership with other entities is very important and staff does a great job.

Vice-President Munson asked whether the library keeps corporate records.

Kathy Lawhun said the Business Section has the annual reports of any public corporation in San Francisco from the time of its incorporation.

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian said the Mayor originally asked for an 8-13% reduction in each department's budgets but the Library was spared that initial exercise. He said the Mayor has asked for an additional 8% reduction and the Library has gone back with reductions based on the budget change requests that the Commission had approved so it will not impact service levels, but it is still not known if the Mayor will accept any of the cuts. He

said he would keep the Commission posted on that. He said the Mayor has also issued a directive for departments to cut back on spending including out of town travel, energy savings and find other cost efficiencies.

Toni Bernardi, Chief of Children and Youth Services, said the three issues that will be discussed are the Mission Branch Children's Center, the Children's bookmobile and the children's services library card campaign.

Rachel MacNeilly, Senior Children's Librarian Mission Branch said she is very excited to tell the Commissioners about the many programs and events in the Children's Room at the Mission Branch. She said they have many community partnerships and they have workshops, trainings, fairs, back-to-school nights and more. She said in FY 2007-08 so far they have hosted 157 programs for infants and preschoolers, involving 10,671 participant and 145 programs for school age children, involving 4,495 participants. She said the preschool partnerships include Good Samaritan, Bryant, Mission Child Development Centers, Los Americas and Head Start. She said they have partnerships with 10 SFUSD Elementary Schools and 10 private schools. She said they have regular programming including bilingual baby time, preschool storytime, bilingual infant lapsit and homework help.

Katrin Reimuller, Children's Bookmobile, said the Children's Bookmobile has a lot of fun bringing books, building literacy, sharing stories, songs and rhymes, creating library lovers and sprinkling reading magic. She said the services provided are circulation of materials, storytimes, reference and reader's advisory and early literacy support. She said the children served are those who need early literacy support, are English language learners, are from traditionally underserved communities and are those not easily served by a branch library.

Troy Oldham, Children's Bookmobile said the Children's Bookmobile serves 52 sites monthly including 44 preschools and 2 Treasure Island stops. He said over 2,000 children are served each month. He said the materials circulated include picture stories, board books, early readers, nonfiction, teacher and parent resources, audio book kits, educational DVDs and music CDs.

Katrin Reimuller said circulation for the Children's Bookmobile is up 35.88% year-to-date and averages over 2200 items per month. She said 17,374 total items have been circulated year-to-date. She said she does over 30 storytimes monthly to over 500 storytime participants. She said the bookmobile attends special events all over the city such as Dia de Los Ninos/Dia de Los Libros, First 5 See Me, DCYF Family Festival at Yerba Buena Gardens and the Mayor's March Gladness.

Toni Bernardi, Chief of Children and Youth Services, gave an update on the

new library card design contest. She said working with the San Francisco Unified School District there was a design contest held for students in May – June 2007. She said the winning designs were selected in June and after graphics refinement, the bid process, and ordering the new cards, the cards became available in the branches on January 21, 2008. She showed the designs of the contest winners and said that the winners will be honored at an Awards Ceremony on April 10.

Luis Herrera, City Librarian, expressed his appreciation for the staff that gave the updates and said when you see the smiling faces of the children you know the library is really making a difference and having an impact on the community.

Marcia Schneider, Chief of Communications, Collections and Adult Services said there are two exhibits which opened this month. She said one on Charm School, Ill-Mannered Selections from the Schmulowitz Collection of Wit and Humor is in the Skylight Gallery through May 31. She said this exhibit was put together by Andrea Grimes in Book Arts and Special Collections.

Andrea Grimes said the Book Arts and Special Collections is a sister center to the San Francisco History Center. She thanked a large number of staff people who had assisted in putting the Charm School exhibit together.

Marcia Schneider said the other exhibit on display is the Anniversary of the New Deal with exhibits on the 4th and 5th floors through May 31 and an exhibit on the 6th floor through August 9. She said these exhibits are sponsored by the San Francisco History Center. She said there were several events planned for April including green programs celebrating Earth Day.

Public Comment

An anonymous citizen said he was disappointed nobody asked the City Librarian what the motto of the San Francisco Public Library is. He said he did not get his questions answered from the report on the budget. He said there have been directives from the Mayor to cut down discretionary spending. He said the Library says they will take that seriously but because they have the set aside they really don't have to take that seriously. He said Nat Schmulowitz was a former President of the San Francisco Public Library Commission. He said he was a prominent businessman who gave a huge collection of humor to the Library.

Peter Warfield said he wishes that there would have been separate reports because there was so much information. He said he enjoys the titles of some of the children's books. He said he appreciated the report on the

exhibits and programs.

Commission Discussion

Commissioner Lee thanked staff for a nice presentation particularly on the children's bookmobile. He asked about the times of the visits of the children's bookmobile.

Katrin Reimuller said the visits from the bookmobiles are in the morning and the afternoon.

Vice-President Munson asked how the books are circulated.

Katrin Reimuller said the books are checked out to the preschool on a teacher's card. She said when the bookmobile comes back the teacher's bring the books back and the children can then choose new books that stay in the classroom.

Commissioner Del Portillo asked a question about the dates of the Commission meetings and why there was only one meeting in July and one meeting in August.

Sue Blackman, Library Commission Secretary, said that the Bond Program Manager's report is scheduled monthly so the reason for the one meeting is to accommodate vacations but still have the monthly Bond Program Manager's report.

Commissioner Del Portillo said in the copy of the adult programming for May, which was before the Commission, she did not see one single Cinco de Mayo celebration. She said Cinco de Mayo is important and it is an amazing teaching opportunity and she is surprised there are no library events planned. She said she is interested in an event on Tuesday, May 20, "Hallelujah – I'm a Bum". She said this is a wonderful part of American History and she hopes that we can publicize this a little more.

Luis Herrera, City Librarian said the point is well taken on Cinco de Mayo and the Library takes pride on having a diversity of programs in various communities. He said we do a lot of programming for Hispanic Heritage month in September but that is not an excuse for not having anything for Cinco de Mayo. He said we can do better.

AGENDA ITEM NO. 7 LABOR UNION REPORT

Melissa Riley said she hopes everyone will read the ALA's Core Values. She said they do refer to the economic barriers to information access. She said libraries look like they are self-service but they are not. She said after

hearing about items that have been digitized she said she hopes all librarians are referring patrons to other librarians for additional help on research, etc. She said in addition to the Core Values there are many other ALA policies

Public Comment

An anonymous citizen said he threw it up at the fat part of the plate and Commissioner Lee hit it out of the park.

Peter Warfield said he is glad that it was pointed out that the ALA's Core Values does mention the barriers to economic access. He said the Library has for some time failed to provide feedback to patrons who make a request for materials.

Melissa Riley said one of the things any patron can do is put in a request for what they are looking for on the website and they will be emailed when that information is available.

ITEM NO. 13. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Kane, seconded by Commissioner Lee, to adjourn the regular meeting of Thursday, April 3, 2008.

AYES: 6-0 (Del Portillo, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of April 3, 2008, of the San Francisco Public Library Commission adjourned at 6:46 pm.

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine

Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, April 17, 2008**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES OF MARCH 20, 2008 **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of March 20, 2008.
Explanatory document: minutes.

3. POTRERO BRANCH LIBRARY RENOVATION **ACTION**
Presentation and discussion of the renovation of the Potrero Branch Library, and possible action to increase the project budget.
Explanatory documents: Memo from City Librarian dated 4/14/08; Potrero Branch Tabulation of bids.

4. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: Current Budget Report and Library Commission Schedule Report

5. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 4/11/2008

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the

meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2008agendas.htm.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

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Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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Larry Kane
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Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of April 17, 2008

The San Francisco Public Library Commission held a regular meeting on Thursday, April 17, 2008, in the Koret Auditorium, Main Library.

President Gomez called the meeting to order at 4:38 pm.

Commissioners present: Gomez, Harris, Lee, and Munson.

Commissioner Kane arrived at 4:40 pm.

Commissioner Chin arrived at 4:55 pm.

Commissioner Del Portillo was excused.

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SAN FRANCISCO
PUBLIC LIBRARY

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said the Library Administration understands the efficacy of a lie. He said a lie destroys the middle ground of democratic discussion and disagreement. He said a lie also tends to disenfranchise. He said once the Commission understands that they will defend the lies, no matter how egregious, the pretense of democracy is over. He said he discussed with Commissioner Kane 42 US Code Section 1905, which is the only instance in our legal system of a right to a reasonable explanation. He said the Friends and Foundation are paying their money for things but there are no explanations. He said apparently money does not need to explain itself.

Christina Karros, on behalf of the Potrero Branch library, said she appreciates being allowed to speak before the item on the Potrero Branch is heard. She said the library is very important to Potrero Hill and she said this renovation needs to move along. She said she hopes the Commission will approve the project budget for the Potrero Branch Library Renovations.

Sue Cauthen, Chair, Library Citizens Advisory Committee (LCAC) said the LCAC had approved two Resolutions at their last meeting. She said one is a resolution supporting the Link+ program and she was happy the Library was willing to work with them especially on the issue of the $115 lost book fee. She said the other resolution is on the Budget Cuts the

Mayor has ordered. She said LCAC is asking that there be no budget cuts for the Library. She distributed copies of the Resolutions, which are attached to these Minutes.

Donna Bero, Friends of the Library, said a large group went to Sacramento yesterday for Library Legislative Day, a statewide advocacy day. She thanked Commissioner Harris, City Librarian Luis Herrera and Commission Secretary Sue Blackman for attending. She said there were a number of community representatives and members of the Friends' Board of Directors and Friends' staff on the trip as well. She said they met with either the legislators or their aides. She said it is a challenging budget year, but we made an eloquent argument about the value of libraries and also delivered some very good news about what is going on with libraries in San Francisco.

Luis Herrera, City Librarian, said San Francisco continues to be the largest delegation to Sacramento and Friends are to be commended for organizing the trip.

AGENDA ITEM NO. 2. APPROVAL OF THE MINUTES OF MARCH 20, 2008

Public Comment

An anonymous citizen said these minutes represent an attempt to do a little better. He said under the comments from the anonymous citizen on the first page, he was trying to make four points. He said at least two of the four points were represented in the minutes.

Commission Discussion

Commissioner Munson commended Sue Blackman, Commission Secretary for the job she has done in being responsive to the critiques and the information that is presented at these meetings. He said her work is more reflective of the activities we are undertaking and gives a little further explanation about comments from the public. He said it is very helpful.

MOTION: by Commissioner Lee, seconded by Commissioner Munson, to approve the minutes of February 21, 2008.

AYES: 5-0 (Gomez, Harris, Lee, Kane, Munson)

AGENDA ITEM NO. 3 POTRERO BRANCH LIBRARY RENOVATION

Luis Herrera, City Librarian, referred to his memo to the Commission dated April 14, 2008 and said that they are asking for an increase to the project budget.

Commissioner Chin entered the meeting.

Marilyn Thompson, Bond Program Manager, said the Potrero Branch design started in December, 2005 and a Peer Review was held in June, 2006. She said the project returned to the Commission in both September and December, 2006. After receiving Library Commission approval the plan was submitted to the Planning Department for a variance. She said the construction document phase began in early 2007 and the project was advertised for bid in September, 2007. She said three bids were received on October 31, all of which were substantially over budget. She said these delays and the project status have been reported to the Commission all along the process. She said in March, 2007 the budget and the schedule were updated to reflect estimates at that time. She explained all of the budget changes to the project. She said it is estimated between 2004 and 2006 construction prices in the Bay Area rose almost 45%. She said that was an impact that we were not able to absorb. She explained the bid analysis and said the three bids received were rejected. She said the design team met with library staff to identify cost savings and the project was rebid in February. She said the tabulation of bids is provided as an explanatory document. She said there were five bidders with the low bid being $3.39 million or $665,250 over budget. She said the low bid received today is the most competitive actual cost of the project as designed. She said a decision today would be timely. She explained the current budget for the project and the recommended action to increase the Potrero budget by $665,250 to $5,155,220 and to reduce the program reserve from $665,250 to $3,075,813.

Public Comment

An anonymous citizen said he was not quite ready to discuss this item, but he did say there was a peer review on this project a couple of years ago and there were two concerns. There was an issue related to the roof and the sight lines, the other issue had to do with the space in the front of the building. He said those two issues have not been addressed. He asked if this budget increase addresses these concerns.

Chet Roaman on the Council of Neighborhood Libraries and a resident of Potrero Hill said it wasn't until he moved into the area that he realized how much the library serves as the center of the area. He said the library is very important to the community and the delays have been very difficult. He said the additional cost is a great deal of money but it isn't that there have been any additional chimes and whistles. The community just wants a functioning library as soon as possible in the area.

Commission Discussion

Commissioner Munson asked about the two concerns that were brought up at the Peer Review.

Luis Herrera, City Librarian said after the Peer Review in 2006, there was a formal process with a variance approved, and we made sure the neighbors were noticed. He said none of the design has been

compromised with some of the efficiencies that were modified. He said some modifications were made in response to the Peer Review and the community was pleased with the design. He said this budget change will still allow us to have a healthy reserve for subsequent projects.

Commissioner Kane said when we have delays in projects it really costs us. He said it bothers him that the estimators are so far off. He said we need to make sure that we have really good estimates for the rest of the projects so that when we are tapping into the reserve we are not at the same time impacting another branch. He said it is really important that the recommendations of the audit are followed and that we have good estimators. He said when we do these libraries we need to do them right. He said we need to make sure we stay on top of the budget.

Commissioner Lee thanked Marilyn Thompson for the nice presentation. He said he agrees with Commissioner Kane's comments. He said it is very tough to bid projects with alternates.

Marilyn Thompson, Bond Program Manager, explained bid alternates, which are items between the estimated base bid and the actual budget amounts. She said the final bids did not include any of the budget alternates.

Commissioner Chin said she wanted to make sure the final design was as presented to the community.

Luis Herrera, City Librarian confirmed that the community had seen the final design.

Commissioner Munson asked about the costs for LEED certification.

Marilyn Thompson responded that this project is not LEED certified.

MOTION: by Commissioner Lee, seconded by Commissioner Munson, to transfer $665,250 from the Program Reserve to the Potrero Branch Library budget as outlined in the Memo to the Library Commission from City Librarian Luis Herrera.

AYES: 6-0 (Chin, Gomez, Harris, Lee, Kane, Munson)

AGENDA ITEM NO. 4 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports for this meeting. She said as of 3/20/08 the approved budget was $147,362,986. She said the revenue sources total $147,362,986. She listed the appropriations. She said every change to the baseline budget is included and the last budget was approved on March 20, 2008. She said the schedule report is a summary level report that is broken down by project in alphabetical order and it is also available at the back of the room. She said the last time a schedule change was approved was March, 2007. She said each project has the

original schedule, the last approved schedule and the forecasted schedule. She gave the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs and gave reports on the Richmond, Portola, Ingleside, Bernal Heights, Eureka Valley, Parkside, Visitacion Valley, Anza, Ortega, and Merced projects. She said other active projects are Bayview, North Beach, Park, Presidio and Golden Gate Valley. She gave a summary of public outreach including a Bayview community meeting on April 21 and a North Beach community meeting on April 30.

Public Comment

An anonymous citizen said it would be preferable to have documents which are understandable. He said the schedule report has a change with a new color code for completed projects. He said that was an improvement but there is no legend to describe the meaning of the colors. He said the tentative schedule and projected schedule dates are confusing.

Commission Discussion

Commissioner Kane asked about the delays mentioned and whether there would be any cost impacts for those delays.

Marilyn Thompson said the delays may impact the budget but until we have a design for the projects we will not know how the budget will be affected. She said it will be a few months to get through the community and peer review process and at that time we will know if the budget is impacted.

Commissioner Kane said he would like to see as much information on that as possible because he doesn't want the Commission to be surprised again. He said having good estimators on these projects is very important. He asked for an update on the Bayview branch.

Luis Herrera, City Librarian, said they are working with the Department of Real Estate to get some quotes and look at the other option of looking at another site. He said we will bring this information back to the Commission in June. He said it would appear that the current budget does not have enough money to support the original estimate so we will probably need additional dollars for property acquisition.

Commissioner Kane asked for a report at a future date on program wide services and costs and whether we are expecting any of those numbers to change and how the soft costs in that budget relate to the individual project budgets.

Marilyn Thompson responded that program wide costs were approved as needed. She said she thinks there has only been one change to the program wide costs. She said last month the Commission approved an increase to the bond financing costs for the fourth and final bond sale.

She said the program wide costs are anticipated to increase for the additional one to one and a half years for program manager services. She said the 2% for public art is pooled together in one program wide budget and the money is disbursed to individual projects. She said the individual project budgets include their individual soft costs as well as all associated construction costs. She said most renovations are straight forward renovations at 70/30 split with 30% going to soft costs and 70% going to construction costs. She said the projects are currently going between a 60/40 and 75/25.

Commissioner Munson said we have talked about setting a contingency cost for LEED certification and that has not yet been done. He would like to see a report back on this in the next month or two.

Marilyn Thompson said they would bring back a report to the Commission as a special report with a future Bond Manager's Report.

Commissioner Chin said the escalation in the budget for the most part has been delays and the escalation of construction costs. She said the construction business now has a lot less work and competition. She asked if we could encourage them to lower their prices.

Marilyn Thompson explained the bidding process.

Commissioner Lee said he thinks negotiations are wishful thinking. He asked why the West Portal project which opened in February, 2007 is still not closed. He also asked about the RFQ and RFP process.

Marilyn Thompson explained that the contractor has not yet submitted his final reports for the West Portal branch. She said RFQs are used in a competitive open process for all of our consultants, but not contractors.

Commissioner Lee said we need to encourage more bidders for the projects. He said 60/40 split for construction and soft costs are not acceptable. He said he recently visited the Bayview Branch Library and said it is best that we move quickly on this project.

President Gomez said there would be a community meeting on the Bayview project on Monday.

Luis Herrera said Bayview is the project we are moving along as quickly as possible and trying to expedite the design phase and acquire the project.

AGENDA ITEM NO. 5. ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Munson to adjourn the regular meeting of Thursday, April 17, 2008.

Public Comment

There was no public comment on this item.

ACTION: AYES: 6-0 (Chin, Gomez, Harris, Kane, Lee and Munson).

The regular meeting of April 17, 2008, of the San Francisco Public Library Commission adjourned at 6:00 pm.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

LIBRARY CITIZENS ADVISORY COMMITTEE
April 16, 2009
Room 278 City Hall

RESOLUTION: SUPPORT LINK+

The Board of Supervisors' Library Citizens Advisory Committee tonight passed the following resolution in support of San Francisco Public Library's amended Link+ inter-library book borrowing system:

Whereas, Link+, the library's new statewide book borrowing system, provides San Francisco Public Library patrons with access to 23 million books in 50 libraries; and

Whereas, the American Library Association recognizes that such inter-library cooperation expands the scope of individual library systems; and

Whereas, Link+ enhances the benefits of the current Inter-Library Loan (ILL) system and delivers books requested more quickly and efficiently; and

Whereas, SFPL has increased its own book budget annually in recent years and intends to continue this trend; and

Whereas, SFPL has heeded the advice of the Library CAC and others to permit patrons who lose books to replace them at cost, plus a small processing fee; and

Whereas, SFPL provides patrons with a way to avoid the Link+ $115 lost book fee, as well as its $1 per day late book fee;

Therefore be it resolved that the San Francisco Board of Supervisors' Library Citizens Advisory Committee supports the Link+ system and recommends (1) that the San Francisco Library Commission approve it and that (2) the Link+ consortium permit SFPL to charge its standard late fees for Link+ books that are overdue and that (3) fines and fees are clearly stated when a book is ordered and when it is checked out.

LIBRARY CITIZENS ADVISORY COMMITTEE
April 16, 2008
Room 278 City Hall
One Dr. Carlton B. Goodlett Place
San Francisco, California 94102

415 391 0737

RESOLUTION: NO BUDGET CUTS

The Board of Supervisors' Library Citizens Advisory Committee tonight passed the following resolution opposing proposed budget cuts that threaten such service enhancements as expanding branch hours and increasing the book budget.

The Board of Supervisors' Library Citizens Advisory Committee is mindful that the public voted twice to set aside city funds for library services. Therefore, the Library Citizens Advisory Committee objects strongly to any actions to reduce funding for proposed service enhancements in the 2008-2009 fiscal year.

San Francisco Public Library

GOVERNMENT
DOCUMENTS DEPT

APR - 2 2009

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

(As approved at the regular meeting of May 15, 2008)

Minutes of the Regular Meeting of April 17, 2008

The San Francisco Public Library Commission held a regular meeting on Thursday, April 17, 2008, in the Koret Auditorium, Main Library.

President Gomez called the meeting to order at 4:38 pm.

Commissioners present: Gomez, Harris, Lee, and Munson.

Commissioner Kane arrived at 4:40 pm.

Commissioner Chin arrived at 4:55 pm.

Commissioner Del Portillo was excused.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said the Library Administration understands the efficacy of a lie. He said a lie destroys the middle ground of democratic discussion and disagreement. He said a lie also tends to disenfranchise. He said once the Commission understands that they will defend the lies, no matter how egregious, the pretense of democracy is over. He said he discussed with Commissioner Kane 42 US Code Section 1905, which is the only instance in our legal system of a right to a reasonable explanation. He said the Friends and Foundation are paying their money for things but there are no explanations. He said apparently money does not need to explain itself.

Christina Karros, on behalf of the Potrero Branch library, said she appreciates being allowed to speak before the item on the Potrero Branch is heard. She said the library is very important to Potrero Hill and she said this renovation needs to move along. She said she hopes the Commission will approve the project budget for the Potrero Branch Library Renovations.

Sue Cauthen, Chair, Library Citizens Advisory Committee (LCAC) said the

LCAC had approved two Resolutions at their last meeting. She said one is a resolution supporting the Link+ program and she was happy the Library was willing to work with them especially on the issue of the $115 lost book fee. She said the other resolution is on the Budget Cuts the Mayor has ordered. She said LCAC is asking that there be no budget cuts for the Library. She distributed copies of the Resolutions, which are attached to these Minutes.

Donna Bero, Friends of the Library, said a large group went to Sacramento yesterday for Library Legislative Day, a statewide advocacy day. She thanked Commissioner Harris, City Librarian Luis Herrera and Commission Secretary Sue Blackman for attending. She said there were a number of community representatives and members of the Friends' Board of Directors and Friends' staff on the trip as well. She said they met with either the legislators or their aides. She said it is a challenging budget year, but we made an eloquent argument about the value of libraries and also delivered some very good news about what is going on with libraries in San Francisco.

Luis Herrera, City Librarian, said San Francisco continues to be the largest delegation to Sacramento and Friends are to be commended for organizing the trip.

AGENDA ITEM NO. 2. APPROVAL OF THE MINUTES OF MARCH 20, 2008

Public Comment

An anonymous citizen said these minutes represent an attempt to do a little better. He said under the comments from the anonymous citizen on the first page, he was trying to make four points. He said at least two of the four points were represented in the minutes.

Commission Discussion

Commissioner Munson commended Sue Blackman, Commission Secretary for the job she has done in being responsive to the critiques and the information that is presented at these meetings. He said her work is more reflective of the activities we are undertaking and gives a little further explanation about comments from the public. He said it is very helpful.

MOTION: by Commissioner Lee, seconded by Commissioner Munson, to approve the minutes of March 20, 2008.

AYES: 5-0 (Gomez, Harris, Lee, Kane, Munson)

AGENDA ITEM NO. 3 POTRERO BRANCH LIBRARY RENOVATION

-

Luis Herrera, City Librarian, referred to his memo to the Commission dated April 14, 2008 and said that they are asking for an increase to the project budget.

Commissioner Chin entered the meeting.

Marilyn Thompson, Bond Program Manager, said the Potrero Branch design started in December, 2005 and a Peer Review was held in June, 2006. She said the project returned to the Commission in both September and December, 2006. After receiving Library Commission approval the plan was submitted to the Planning Department for a variance. She said the construction document phase began in early 2007 and the project was advertised for bid in September, 2007. She said three bids were received on October 31, all of which were substantially over budget. She said these delays and the project status have been reported to the Commission all along the process. She said in March, 2007 the budget and the schedule were updated to reflect estimates at that time. She explained all of the budget changes to the project. She said it is estimated between 2004 and 2006 construction prices in the Bay Area rose almost 45%. She said that was an impact that we were not able to absorb. She explained the bid analysis and said the three bids received were rejected. She said the design team met with library staff to identify cost savings and the project was rebid in February. She said the tabulation of bids is provided as an explanatory document. She said there were five bidders with the low bid being $3.39 million or $665,250 over budget. She said the low bid received today is the most competitive actual cost of the project as designed. She said a decision today would be timely. She explained the current budget for the project and the recommended action to increase the Potrero budget by $665,250 to $5,155,220 and to reduce the program reserve from $665,250 to $3,075,813.

Public Comment

An anonymous citizen said he was not quite ready to discuss this item, but he did say there was a peer review on this project a couple of years ago and there were two concerns. There was an issue related to the roof and the sight lines, the other issue had to do with the space in the front of the building. He said those two issues have not been addressed. He asked if this budget increase addresses these concerns.

Chet Roaman on the Council of Neighborhood Libraries and a resident of Potrero Hill said it wasn't until he moved into the area that he realized how much the library serves as the center of the area. He said the library is very important to the community and the delays have been very difficult. He said the additional cost is a great deal of money but it isn't that there have been any additional chimes and whistles. The community just wants a functioning

library as soon as possible in the area.

Commission Discussion

Commissioner Munson asked about the two concerns that were brought up at the Peer Review.

Luis Herrera, City Librarian said after the Peer Review in 2006, there was a formal process with a variance approved, and we made sure the neighbors were noticed. He said none of the design has been compromised with some of the efficiencies that were modified. He said some modifications were made in response to the Peer Review and the community was pleased with the design. He said this budget change will still allow us to have a healthy reserve for subsequent projects.

Commissioner Kane said when we have delays in projects it really costs us. He said it bothers him that the estimators are so far off. He said we need to make sure that we have really good estimates for the rest of the projects so that when we are tapping into the reserve we are not at the same time impacting another branch. He said it is really important that the recommendations of the audit are followed and that we have good estimators. He said when we do these libraries we need to do them right. He said we need to make sure we stay on top of the budget.

Commissioner Lee thanked Marilyn Thompson for the nice presentation. He said he agrees with Commissioner Kane's comments. He said it is very tough to bid projects with alternates.

Marilyn Thompson, Bond Program Manager, explained bid alternates, which are items between the estimated base bid and the actual budget amounts. She said the final bids did not include any of the budget alternates.

Commissioner Chin said she wanted to make sure the final design was as presented to the community.

Luis Herrera, City Librarian confirmed that the community had seen the final design.

Commissioner Munson asked about the costs for LEED certification.

Marilyn Thompson responded that this project is not LEED certified.

MOTION: by Commissioner Lee, seconded by Commissioner Munson, to transfer $665,250 from the Program Reserve to the Potrero Branch Library budget as outlined in the Memo to the Library Commission from City Librarian Luis Herrera.

AYES: 6-0 (Chin, Gomez, Harris, Lee, Kane, Munson)

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AGENDA ITEM NO. 5. ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Munson to adjourn the regular meeting of Thursday, April 17, 2008.

Public Comment

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ACTION: AYES: 6-0 (Chin, Gomez, Harris, Kane, Lee and Munson).

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Sue Blackman
Commission Secretary

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